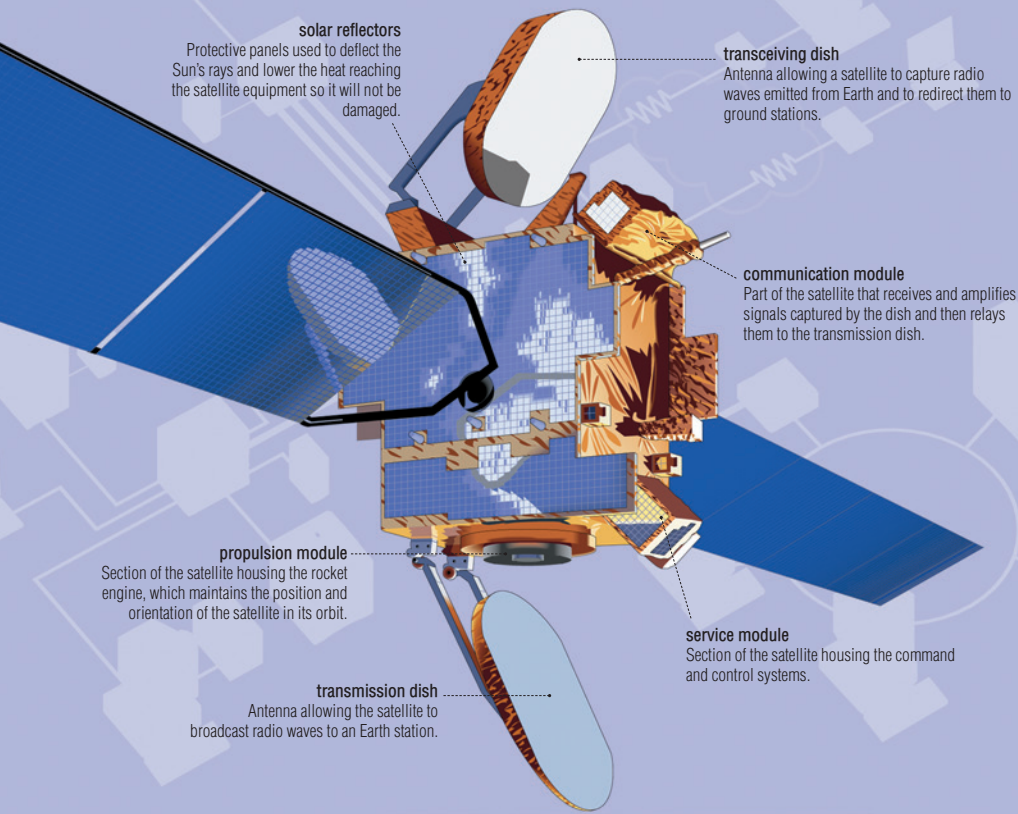


# COMMUNICATIONS & OFFICE AUTOMATION



**solar reflectors**

Protective panels used to deflect the Sun's rays and lower the heat reaching the satellite equipment so it will not be damaged.

**transceiving dish**

Antenna allowing a satellite to capture radio waves emitted from Earth and to redirect them to ground stations.

**communication module**

Part of the satellite that receives and amplifies signals captured by the dish and then relays them to the transmission dish.

**propulsion module**

Section of the satellite housing the rocket engine, which maintains the position and orientation of the satellite in its orbit.

**transmission dish**

Antenna allowing the satellite to broadcast radio waves to an Earth station.

**service module**

Section of the satellite housing the command and control systems.

# COMMUNICATIONS & OFFICE AUTOMATION

Jean-Claude **Corbeil**

Ariane **Archambault**

## ACKNOWLEDGEMENTS

**Our deepest gratitude to the individuals, institutions, companies, and businesses that have provided us with the latest technical documentation for use in preparing this dictionary.**

Arcand, Denys (motion picture director); International Association of Marine Aids to Navigation and Lighthouse Authority; Canadian Payments Association (Charlie Clarke); Canadian Bankers Association (Lise Provost); Automobiles Citroën; Automobiles Peugeot; Bank of Canada (Lyse Brousseau); Royal Bank of Canada (Raymond Chouinard, Francine Morel, Carole Trottier); Barrett Xplore inc.; Bazarin, Christine; Library of Canadian Parliament (Information Services); Bibliothèque nationale du Québec (Jean-François Palomino); Bluechip Kennels (Olga Gagne); Bombardier Aerospace; Bridgestone-Firestone; Brother (Canada); Canadian National; Casavant Frères Ltée; C.O.J.O. ATHENS 2004 (International Media Service); Centre Eaton de Montréal; Centre national du costume (Recherche et diffusion); Cetacean Society International (William R. Rossiter); Chagnon, Daniel (architect D.E.S. - M.E.Q.); Cohen et Rubin Architectes (Maggy Cohen); Commission scolaire de Montréal (École St-Henri); Hudson Bay Company (Nunzia Iavarone, Ron Oyama); Corporation d'hébergement du Québec (Céline Drolet); National Theatre School of Canada (Library); Élevage Le Grand Saphir (Stéphane Ayotte); Atomic Energy of Canada; Eurocopter; Famous Players; Fédération bancaire française (Védi Hékiman); Fontaine, PierreHenry (biologist); Future Shop; Garaga; Groupe Jean Coutu; Hôpital du Sacré-Cœur de Montréal; Hôtel Inter-Continental; Hydro-Québec; I.P.I.Q. (Serge Bouchard); IGA Barcelo; International Entomological Society (Dr. Michael Geisthardt); Irisbus; Jérôme, Danielle (O.D.); La Poste (Colette Gouts); Le Groupe Canam Manac inc.; Lévesque, Georges (urgentologist); Lévesque, Robert (chief machinist); Manutan; Marriott SpringHill Suites; MATRA S.A.; Métro inc.; National Defence of Canada (Public Affairs); ministère de la Défense, République Française; ministère de la Justice du Québec (Service de la gestion immobilière - Carol Sirois); ministère de l'Éducation du Québec (Direction de l'équipement scolaire - Daniel Chagnon); Muse Productions (Annick Barbéry); National Aeronautics and Space Administration; National Oceanic and Atmospheric Administration; Nikon Canada inc.; Normand, Denis (telecommunications consultant); Office de la langue française du Québec (Chantal Robinson); Paul Demers & Fils inc.; Phillips (France); Pratt & Whitney Canada inc.; Prévost Car inc.; Radio Shack Canada Ltée; Réno-Dépôt inc.; Robitaille, Jean-François (Department of Biology, Laurentian University); Rocking T Ranch and Poultry Farm (Pete and Justine Theer); RONA inc.; Sears Canada inc.; Public Works and Government Services Canada; Translation Bureau; Correctional Service Canada; Société d'Entomologie Africaine (Alain Drumont); Société des musées québécois (Michel Perron); Société Radio-Canada; Sony du Canada Ltée; Sûreté du Québec; Théâtre du Nouveau Monde; Transport Canada (Julie Poirier); Urgences-Santé (Éric Berry); Ville de Longueuil (Direction de la Police); Ville de Montréal (Service de la prévention des incendies); Vimont Lexus Toyota; Volvo Bus Corporation; Yamaha Motor Canada Ltd.

*Communications & Office Automation* was created  
and produced by

ISBN 978-2-7644-0888-9



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Printed and bound in Singapore  
10 9 8 7 6 5 4 3 2 1 12 11 10 09

**[www.qa-international.com](http://www.qa-international.com)**

Version 3.5.1

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**QA International wishes to extend a special thank you to the following people for their contribution to this book:**

Jean-Louis Martin, Marc Lalumière, Jacques Perrault, Stéphane Roy, Alice Comtois, Michel Blais, Christiane Beauregard, Mamadou Togola, Annie Maurice, Charles Campeau, Mivil Deschênes, Jonathan Jacques, Martin Lortie, Frédéric Simard, Yan Tremblay, Mathieu Blouin, Sébastien Dallaire, Hoang Khanh Le, Martin Desrosiers, Nicolas Oroc, François Escalmel, Danièle Lemay, Pierre Savoie, Benoit Bourdeau, Marie-Andrée Lemieux, Caroline Soucy, Yves Chabot, Anne-Marie Ouellette, Anne-Marie Villeneuve, Anne-Marie Brault, Nancy Lepage, Daniel Provost, François Vézina, Guylaine Houle, Daniel Beaulieu, Sophie Pellerin, Tony O'Riley, Mac Thien Nguyen Hoang, Serge D'Amico.

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# INTRODUCTION

## EDITORIAL POLICY

*The Visual Dictionary* takes an inventory of the physical environment of a person who is part of today's technological age and who knows and uses a large number of specialized terms in a wide variety of fields.

Designed for the general public, it responds to the needs of anyone seeking the precise, correct terms for a wide range of personal or professional reasons: finding an unknown term, checking the meaning of a word, translation, advertising, teaching material, etc.

The target user has guided the choice of contents for *The Visual Dictionary*, which aims to bring together in 12 thematic books the technical terms required to express the contemporary world, in the specialized fields that shape our daily experience.

## STRUCTURE

Each tome has three sections: the preliminary pages, including the table of contents; the body of the text (i.e. the detailed treatment of the theme); the index.

Information is presented moving from the most abstract to the most concrete: sub-theme, title, subtitle, illustration, terminology.

## TERMINOLOGY

Each word in *The Visual Dictionary* has been carefully selected following examination of high-quality documentation, at the required level of specialization.

There may be cases where different terms are used to name the same item. In such instances, the word most frequently used by the most highly regarded authors has been chosen.

Words are usually referred to in the singular, even if the illustration shows a number of individual examples. The word designates the concept, not the actual illustration.

## DEFINITIONS

Within the hierarchical format of *The Visual Dictionary*'s presentation, the definitions fit together like a Russian doll. For example, the information within the definition for the term *insect* at the top of the page does not have to be repeated for each of the insects illustrated. Instead, the text concentrates on defining the distinguishing characteristics of each insect (the *louse* is a parasite, the female *yellow jacket* stings, and so forth).

Since the definition leaves out what is obvious from the illustration, the illustrations and definitions complement one another.

The vast majority of the terms in the *Visual Dictionary* are defined. Terms are not defined when the illustration makes the meaning absolutely clear, or when the illustration suggests the usual meaning of the word (for example, the numerous *handles*).

## METHODS OF CONSULTATION

Users may gain access to the contents of *The Visual Dictionary* in a variety of ways:

- From the TABLE OF CONTENTS at the end of the preliminary pages, the user can locate by title the section that is of interest.
- With the INDEX, the user can consult *The Visual Dictionary* from a word, so as to see what it corresponds to, or to verify accuracy by examining the illustration that depicts it.
- The most original aspect of *The Visual Dictionary* is the fact that the illustrations enable the user to find a word even if he or she only has a vague idea of what it is. The dictionary is unique in this feature, as consultation of any other dictionary requires the user first to know the word.

TITLE

Its definition is found below. If the title refers to information that continues over several pages, after the first page it is shown in a shaded tone with no definition.

TERM

Each term appears in the index with a reference to the pages on which it appears.

SUB-THEME

These are shown at the end of the preliminary pages along with their definitions. They are then repeated on each page of a section, but without the definition.

**data storage devices**

Electronic devices used to record or save data on a magnetic or optical medium.

**hard disk drive**

Device integrated into the computer that reads and writes data on the hard disk inside the case.

**disk**

Rigid magnetic medium that is mounted on a central axis; its surface is divided into tracks and sectors on which data are written.

**disk motor**

Device that converts the electric energy powering it into mechanical energy so that disks can rotate at several thousand revolutions per minute.

**actuator arm motor**

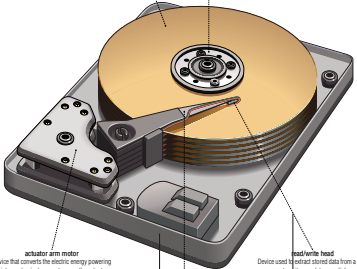
Device that converts the electric energy powering it into mechanical energy to move the actuator arm according to the computer's instructions.

**actuator arm**

Movable arm bearing the read/write head.

**read/write head**

Device used to extract stored data from a disk or to write new data on a disk.



**OFFICE AUTOMATION**

**data storage devices**

**memory card reader**

Integrated device, linked to a computer via a cable or a USB connector, that reads and records data on a memory card.

**removable hard disk drive**


Stand-alone device that is connected by cable to a computer. It is used to read and write data on a removable hard disk.

**removable hard disk**

Card that contains a set of hard magnetic disks for insertion into a removable hard-disk drive.

**disk eject button**

Button used to remove removable hard-disk inserted in the drive.



ILLUSTRATION

It is an integral part of the visual definition for each of the terms that refer to it.

NARROW LINES

These link the word to the item indicated. Where too many lines would make reading difficult, they have been replaced by color codes with captions or, in rare cases, by numbers.

DEFINITION

It explains the inherent qualities, function, or characteristics of the element depicted in the illustration.

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# languages of the world

There are more than 6,000 languages in the world; of these, only 250 are spoken by more than 1 million people.



## Afro-Asiatic languages

Family of some 120 living languages and several dead languages that are associated with major civilizations (Egyptian, Babylonian, Phoenician).

### Arabic

Language of the Koran as well as the Afro-Asiatic language spoken by the greatest number of individuals; it is concentrated mainly in North Africa and the Middle East.

### Hebrew

One of the official languages of the State of Israel; it is associated with the Jewish faith and people.

### Aramaic

Spoken throughout the Middle East since antiquity; it continues to be spoken in some regions of Turkey, Syria and Iraq.

### Amharic

Language spoken mainly in Ethiopia, where it has the status of official language.

### Berber

Language of the Berber people of North Africa and spoken mainly in Morocco and Algeria.



## Central African languages

Family grouping some 900 languages that are spoken mostly in central and western Africa.

### Fulani

Language spoken along the west coast of Africa, especially in Senegal, Guinea, Nigeria and Cameroon.

### Wolof

Language spoken in the western part of Africa, including in Senegal and Gambia.

### Bambara

Language spoken in Mali and in some neighboring countries, including in Senegal, Guinea and Ivory Coast.

### Hausa

One of the most widespread languages in western Africa; it is spoken mainly in Niger and Nigeria.

### Yoruba

Language spoken mainly in Nigeria, Benin and Togo.

**Bantu languages**

Family of over 400 languages spoken in the southern half of the African continent.

**Swahili**

Bantu language spoken by the greatest number of individuals; it is concentrated mostly in southeast Africa, including in Kenya, Tanzania and Uganda.

**Kirundi**

Official language of Burundi; it is very similar to Kinyarwanda.

**Kinyarwanda**

Language spoken mainly in Rwanda.

**Lingala**

Language spoken mainly in Congo, the Democratic Republic of the Congo and the Central African Republic.

**Zulu**

Language spoken by some people in South Africa and in several neighboring countries such as Swaziland and Mozambique.

**Sino-Tibetan languages**

Family of languages of Southeast Asia; it is spoken by about one-quarter of the world's population.

**Chinese**

Family of languages belonging to the same writing system using ideograms; it includes Mandarin, the most widely spoken language in the world.

**Thai**

Official language of Thailand; it is also spoken in certain regions of Laos and Myanmar.

**Vietnamese**

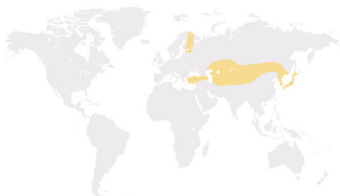
Language spoken mainly in Vietnam; it is usually written using a modified version of the Latin alphabet called "quoc ngu".

**Burmese**

Language spoken mainly in Myanmar (formerly Burma), where it enjoys the status of official language.

**Tibetan**

Language spoken in Tibet and certain regions of Nepal and Bhutan; the written alphabet originated in India.

**Ural-Altaic languages**

Family made up of some 100 languages spoken in central and eastern Asia, the Middle East and northern and central Europe.

**Japanese**

Language spoken throughout the Japanese archipelago; it is written using ideograms or syllabic characters.

**Korean**

Language spoken mainly in Korea; its lexicon includes many words of Chinese origin.

**Mongolian**

Official language of Mongolia; it is also spoken by some communities in China and Russia.

**Turkish**

Official language of Turkey; it is written using the Latin alphabet.

**Hungarian**

Language spoken in Hungary.

**Finnish**

With Swedish, one of the official languages of Finland.

**Malayo-Polynesian languages**

Family grouping some 850 languages that are spread over a vast area, including Madagascar, parts of Southeast Asia and the Pacific.

**Indonesian**

National language of Indonesia; it is closely related to Malay.

**Tagalog**

Language spoken mainly in the Philippines, where it has the status of official language.

**Malagasy**

Language spoken mainly in Madagascar, but also in Comoros and Réunion.

**Samoa**

Language spoken in the Samoa archipelago of Polynesia in the central Pacific.

**Tahitian**

Language spoken in French Polynesia.

**Hawaiian**

Language spoken mainly in Hawaii (United States).

**Maori**

One of the official languages of New Zealand.



### Oceanian languages

All the languages spoken in Oceania; they usually have few ties among themselves or with other language families.

#### Melanesian

Language spoken in Melanesia, a group of archipelagos in the South Pacific that includes mainly New Guinea, Vanuatu, the Fiji Islands and New Caledonia.

#### Papuan languages

There are over 800 Papuan languages and dialects; they are spoken mainly on the island of New Guinea.

#### Australian aboriginal languages

There are a few hundred languages associated with the indigenous peoples of Australia; several are barely spoken today or have disappeared completely.



### Amerindian languages

Several hundred languages are associated with the indigenous peoples of the Americas; several are barely spoken today or have disappeared completely.

#### Inuktitut

Language of the Inuit who live in Alaska, the Canadian North and Greenland.

#### Cree

Algonquian language associated with the Cree, the largest Amerindian community in Canada, who live in the area between Alberta and Labrador.

#### Montagnais

Algonquian language associated with the Montagnais, who live in Eastern Canada, mostly in Quebec (North Shore of the St. Lawrence) and in Labrador.

#### Navajo

Native language spoken by the Navajo people of the Southwestern United States (Arizona, New Mexico).

#### Nahuatl

Language of the Aztec Empire that is still widely spoken today in certain regions of southern Mexico.

#### Maya

Language of the Maya Empire that is spoken in certain regions of southern Mexico, especially the Yucatan Peninsula.

#### Quechua

Language of the Inca Empire and the language spoken today by the largest number of Amerindians in countries such as Peru, Ecuador and Bolivia.

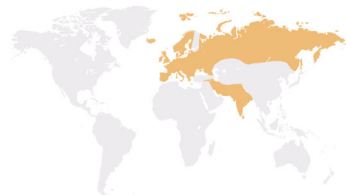
#### Aymara

Language spoken mainly in Bolivia and Peru.

#### Guarani

Language accorded official status in Paraguay; it is also spoken in certain regions of Argentina and Bolivia.





## Indo-European languages

Group of languages (there are more than 200) sharing a common ancestral language as deduced by a historical comparison of the grammars of the present-day languages. Latin and ancient Greek are Indo-European.

### Romance languages

All the European languages derived from Latin; some have spread throughout the world.

#### French

Language of France and some neighboring countries that spread with the arrival of the French or Belgians to North America, Africa and Asia.

#### Spanish

Language of Spain that was introduced by the Spanish to most of the Americas (23 countries) and one African country (Equatorial Guinea).

#### Catalan

Official language of Catalonia, Valencia and Andorra; it is also spoken in the south of France.

#### Portuguese

Language of Portugal; it spread with the arrival of the Portuguese to Brazil, Africa and Asia.

#### Italian

National language of Italy and one canton of Switzerland (Tessin).

#### Romanian

National language of Romania.

### Germanic languages

All the languages derived from an early Indo-European dialect, which has since disappeared, as deduced from similarities observed among the languages.

#### English

Language of England that spread with the British Empire to North America, India, Asia, Oceania and eastern and southern Africa.

#### German

National language of Germany, Austria and the greatest part of Switzerland.

#### Dutch

Language spoken mainly in the Netherlands and by the Flemish community in Belgium.

#### Danish

Scandinavian language spoken mainly in Denmark.

#### Swedish

Scandinavian language spoken mainly in Sweden and Finland.

#### Norwegian

Scandinavian language spoken mainly in Norway.

### Icelandic

National language of Iceland; it is characterized by its great stability since the Middle Ages.

### Yiddish

Language of the Ashkenazi Jews of Europe; it is a product of the fusion of Hebrew with elements of Germanic and Slavic languages.

### Celtic languages

Widely spoken in western Europe throughout antiquity, these languages declined progressively and are found today in only a few regions.

#### Breton

Language spoken in the west of Brittany (France).

#### Welsh

One of the official languages of Wales (United Kingdom).

#### Scottish

Language closely related to Irish that is spoken mostly in Scotland (United Kingdom).

#### Irish

One of the official languages of the Republic of Ireland; it is also spoken in Northern Ireland (United Kingdom).

**Slavic languages**

Group of languages concentrated in Eastern Europe and Russia; they derive from a common extinct Slavic language.

**Czech**

National language of the Czech Republic that is closely related to Slovak.

**Slovak**

National language of Slovakia; both Slovak and Czech use the Latin alphabet.

**Polish**

National language of Poland; it is fairly close to Czech and Slovak.

**Russian**

National language of Russia that is also widely spoken in the former USSR; Russian is written with the Cyrillic alphabet.

**Ukrainian**

Language related to Russian that is spoken mainly in Ukraine and in several neighboring states.

**Bulgarian**

National language of Bulgaria that is written with the Cyrillic alphabet; it is related to Slovene and Serbo-Croatian.

**Slovene**

Language spoken mainly in Slovenia and written with the Latin alphabet.

**Serbian and Croatian**

Serbians and Montenegrins use the Cyrillic alphabet while Croats and Bosnians use the Latin alphabet.

**isolated languages**

Some modern Indo-European languages cannot be classified into any subgroup.

**Greek**

The national language of Greece is directly descended from ancient Greek; its origin can be traced back several centuries before the Common Era.

**Albanian**

Language spoken mainly in Albania and in some neighboring regions.

**Armenian**

Very old language that is spoken in the Caucasus region, mainly in Armenia.

**Indo-Iranian languages**

Spoken in Asia and the Middle East, they number the largest group of speakers among all Indo-European language groups.

**Persian**

Language spoken mainly in Iran and Afghanistan; it is written using the Arabic alphabet.

**Urdu**

Language spoken mainly in Pakistan and Northern India; it is very similar to Hindi but is written using the Arabic alphabet.

**Hindi**

Indian language spoken by the largest number of individuals; it is written using the Devanagari alphabet, which is common to several languages derived from Sanskrit.

## common symbols

Pictograms used in public areas or along thoroughfares to advertise services or warn of prohibitions.



camping prohibited



first aid



camping (trailer)



picnic area



camping (tent)



restaurant



wheelchair access



telephone



police



service station



camping (trailer and tent)



taxi transportation



coffee shop



hospital



picnics prohibited



pharmacy



women's rest room



fire extinguisher



men's rest room



information



currency exchange



lost and found articles



no wheelchair access



information

## writing instruments

The first true writing instruments were made by the Sumerians in Mesopotamia nearly 5,000 years ago.



### quill

Large feather with a hollow stalk (calamus) that is sharpened to a point and dipped in ink to write; it was used in the Middle Ages.



### cane pen

Instrument that was used from antiquity through the Middle Ages to write on papyrus and parchment; it remains the traditional instrument of Arabic calligraphy.



### stylus

Pointy metal instrument used by the ancient Greeks to etch wax tablets; the flattened end was used to erase etching.



### lead pencil

Pencil made of lead with a decorative end; it was first used in the Middle Ages and was later replaced by the graphite lead pencil.



### pencil

Writing instrument made up of a casing of soft wood around a graphite lead; it can be sharpened easily.



### steel pen

Curved point mounted on a handle; it is dipped in an inkwell to write.



### writing brush

Natural or synthetic bristles set into a handle and dipped in ink to write; it has been used for Chinese calligraphy for 4,000 years.



### Roman metal pen

Metal writing instrument devised by the Romans in ancient times; it is the ancestor of the modern metal pen, which appeared in the 19th century.



### marker

Bevel-tipped color felt pen of variable size.

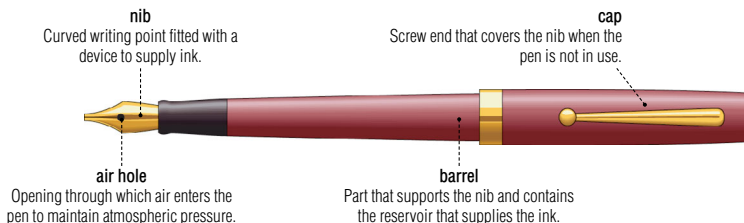


### mechanical pencil

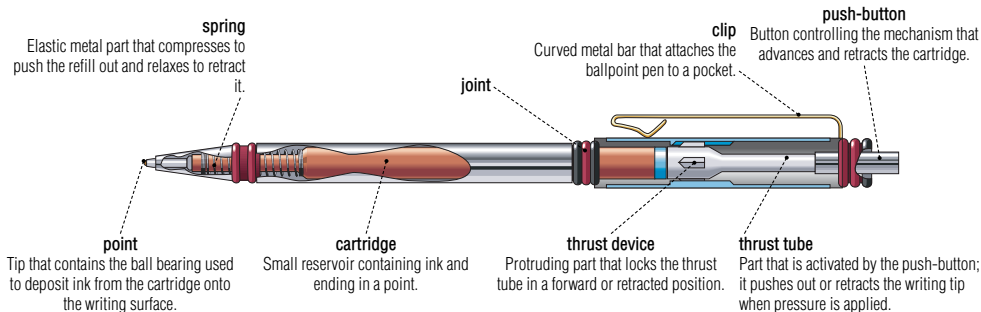
Instrument that is made up of a slender tube containing a fine piece of lead; pressing the thrust button moves the lead forward.

**fountain pen**

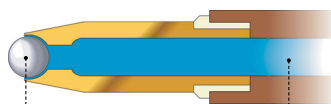
Instrument with a metal nib that is attached to a body containing an ink reservoir, usually in the form of a cartridge.

**ballpoint pen**

Instrument invented at the beginning of the 20th century; the writing tip holds a small rotating ball.



**refill**  
Cartridge that is inserted into the body of a ballpoint pen to refill the ink.



**ball bearing**  
Small metal ball in the point of the pen; when turned, it deposits ink from the cartridge onto the writing surface.

**ink**  
Black or colored liquid used for writing.

Usually daily publication whose main purpose is to report and comment on the latest news of society, politics, the arts, sports and other areas of interest.

[front page](#)

First page of the newspaper.

nameplate

Title of the newspaper presented in a specific graphic style.

banner

Area located immediately below the heading and in which the main title appears in bold.

## heading

Upper portion of the front page; it usually features the nameplate, the volume number and the date.

## article

Stand-alone text forming a whole; it usually presents information, explanation or commentary.

## headline

Word or group of words in large print that introduces an article.

index

**Brief summary of the contents of a newspaper, usually in the form of a table of contents.**

subhead

Secondary title that separates and introduces the various parts of an article.



- front picture

caption

- Short explanatory text accompanying a photograph, image or illustration.

kicker

Short text appearing above the headline that puts the article in context or highlights certain key points.

deck

- Short block of text under the headline that completes it.

**section**

All the pages of a newspaper that are devoted to one subject such as the arts, the economy, sports, tourism or finance.

**literary supplement**

Separate publication dealing with books and authors that is inserted into a newspaper on a regular basis or from time to time.

**tabloid**

Publication whose format is about half the size of a regular newspaper.

**magazine**

Specialized or general publication that is usually abundantly illustrated and deals with a variety of subjects for a mass audience.

**color supplement**

Separate publication that is inserted into a newspaper regularly or from time to time; it is printed in color and often on glossy paper.





## cartoon

Humorous or satirical drawing; it is often accompanied by a caption and illustrates a news event.

## editorial

In-depth article that reflects the collective viewpoint of a newspaper's editorial board.

## lead

Short text at the beginning of an article that introduces it or summarizes its contents.

## letters to the editor

Part of the newspaper where readers' opinions on topics of general interest are published.

## rule

Line of varying thickness used to separate columns, articles and different graphic elements.

## Op-Ed article

Article that contains the gist of a reporter's interview with a well-known personality or a witness to a news event.

## column

The vertical sections of a page; they are separated by white space or a rule.

## advertisement

Message paid for by an advertiser to inform readers about a business, product or service.

A2

INTERNATIONAL SUNDAY, NOVEMBER 25, 2002

## Editorial

## Ullamcorper suscipit lobortis

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Joe Rodriguez

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## masthead

Space that usually contains information about the newspaper such as its address, main contributors and subscription information.

## column

Regularly published article that presents the comments of one author (reporter or personality) on a chosen subject.

INTERNATIONAL SUNDAY, NOVEMBER 25, 2002

A3

## News

## Nonummy

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## What's on in minn

Time	Channel	Program	Time	Channel	Program	Time	Channel	Program	Time	Channel	Program
7:00	1	News	7:00	2	News	7:00	3	News	7:00	4	News
7:30	1	News	7:30	2	News	7:30	3	News	7:30	4	News
8:00	1	News	8:00	2	News	8:00	3	News	8:00	4	News
8:30	1	News	8:30	2	News	8:30	3	News	8:30	4	News
9:00	1	News	9:00	2	News	9:00	3	News	9:00	4	News
9:30	1	News	9:30	2	News	9:30	3	News	9:30	4	News
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## Le Titanic sed diam nonummy

## The Diamonds

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## news items

Accounts of various events with no central unifying theme such as accidents, natural disasters and crimes.

## shorts

Short untitled informative texts.

## television program schedule

## restaurant review

Article in which a reporter gives a personal evaluation of a restaurant.

## photo credit line

Mandatory mention of the individual holding the rights to the photograph used to illustrate an article or a publication.

## classified advertisements

Short ads that are placed by individuals and grouped into categories according to the goods or services offered or sought.

## obituaries

Listing of death notices and anniversaries of deaths, cards of thanks and remembrances.

# typography

General term for the graphic representation of characters printed on a material or surface, with or without the use of letterpress.

## characters of a font

Characters of type that make up the various fonts and are divided into two main types of characters: serif and sans serif.

### sans serif type

Letter or figure without a line extension at the end of the stroke.

abcdefghijklmnopqrstuvwxyz 0123456789

letters figures

### serif type

Letter or figure with a line extension at the end of the stroke.

abcdefghijklmnopqrstuvwxyz 0123456789

## shape of characters

In printing, uppercase characters, small capitals and lowercase characters can be straight (roman) or slanted (italic).

ABCDEF

### small capital

Capital letter that is the same height as a lowercase letter and is used mainly to write symbols.

*abcdef*

### italic

Type style with characters slanting to the right; it is used mostly to identify titles, quotations and foreign words.

ABCDEF

### uppercase

Capital letter used mostly at the beginning of a sentence and for proper names.

abcdef

### lowercase

Lowercase letter that is the unstressed form of a character in both handwriting and printing.

**set width**

Relative width of a character.



condensed



narrow



normal



wide



extended

**weight**

Relative thickness of the strokes of a character; the medium and bold weights are the most commonly used.



extra-light



light



medium



semi-bold



bold



black



extra-bold

**position of a character**

With the exception of superiors and inferiors, the characters of a text are usually aligned along a horizontal baseline.

H<sub>2</sub>SO<sub>4</sub>

**inferior**

Small character placed below the baseline and to the right of another character; it is used mostly in chemical and mathematical formulas.

XX<sup>e</sup>

**superior**

Small character placed above and to the right of another character; it is sometimes used in abbreviations and also to mark footnotes.

**leading**

Vertical space separating two lines of characters; its precise value is proportional to the size of the characters.

Lorem ipsum dolor sit  
amet, consectetur  
adipiscing elit, sed

**simple spacing**

Lorem ipsum dolor sit  
amet, consectetur  
adipiscing elit, sed

**1.5 spacing**

Lorem ipsum dolor sit  
amet, consectetur  
adipiscing elit, sed

**double spacing**

Symbols added to a letter; they usually change its pronunciation.

à

**grave accent**

é

**acute accent**

ü

**umlaut**

â

**circumflex accent**

ç

**cedilla**

ñ

**tilde**

## miscellaneous symbols

Symbols are standardized marks used to refer concisely to a thing, a being or a concept.

&amp;

**ampersand**

Symbol representing the word "and"; it is used mostly in company names.

’S

**apostrophe**

Symbol used to indicate the possessive, substitute for letters and numerals that are omitted, or sometimes form a plural word.

®

**registered trademark**

Symbol certifying that the preceding word has been legally registered as a trademark.

©

**copyright**

Symbol at the beginning of a work attesting to the author's legal rights to that work; it is used to prevent plagiarism or reproduction without authorization.

# punctuation marks

All the standardized marks used to divide a text in order to make it more legible.



**period**



**semicolon**



**comma**



**ellipses**



**colon**



**asterisk**



**dash**



**parentheses**



**square brackets**



**virgule**



**exclamation point**



**question mark**



**single quotation marks**

Marks used in pairs to indicate a concept or word of special significance or to enclose a quotation within a quotation.



**quotation marks**

Marks used in pairs and shaped like inverted or regular commas.



**quotation marks (French)**

Marks used in pairs and shaped like chevrons in French texts.

Infrastructure with which the national postal service delivers the mail entrusted to it.

## mail

Everything sent and distributed through the postal service.



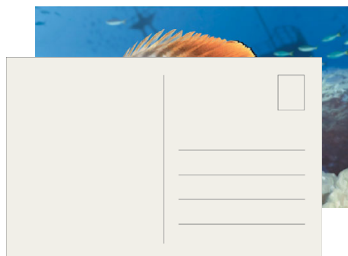
## postal order

A certificate issued by the postal service by which a sender is able to pay a specified sum to a recipient at another location.



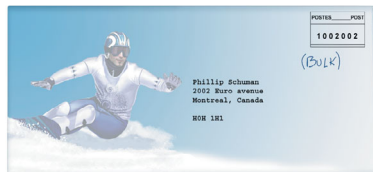
## postage stamp

Small adhesive label of varying denominations that is issued by a postal service and used to indicate postage paid.



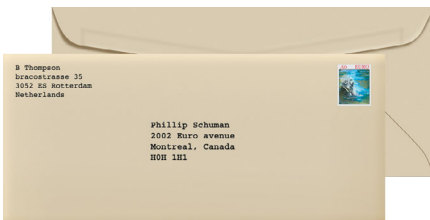
## postcard

Photograph or illustration that is printed on flexible cardboard and has space on the back to write a message and an address.



## bulk mail letter

Mail consisting of a large number of letters mailed at the same time by the same sender, usually at a reduced postage rate.



## letter

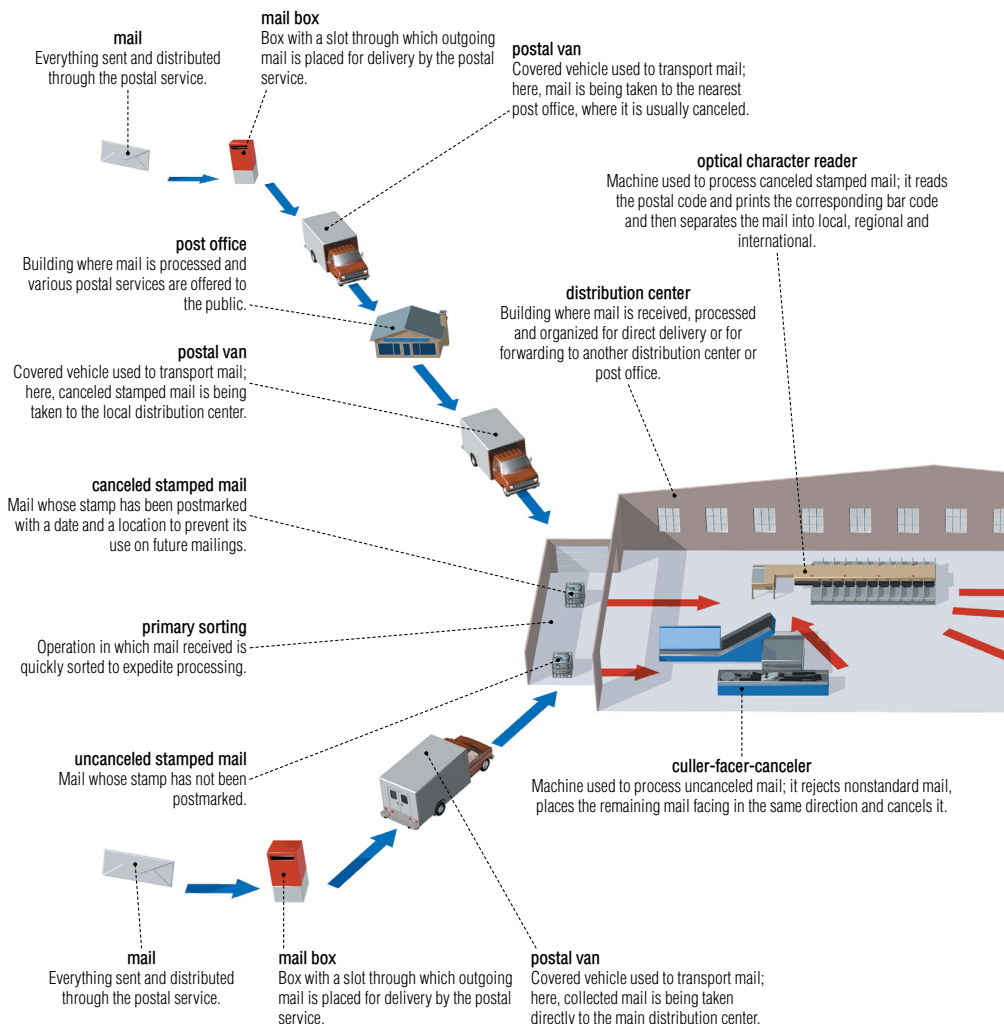
Written message that is inserted into an envelope and addressed to a recipient.

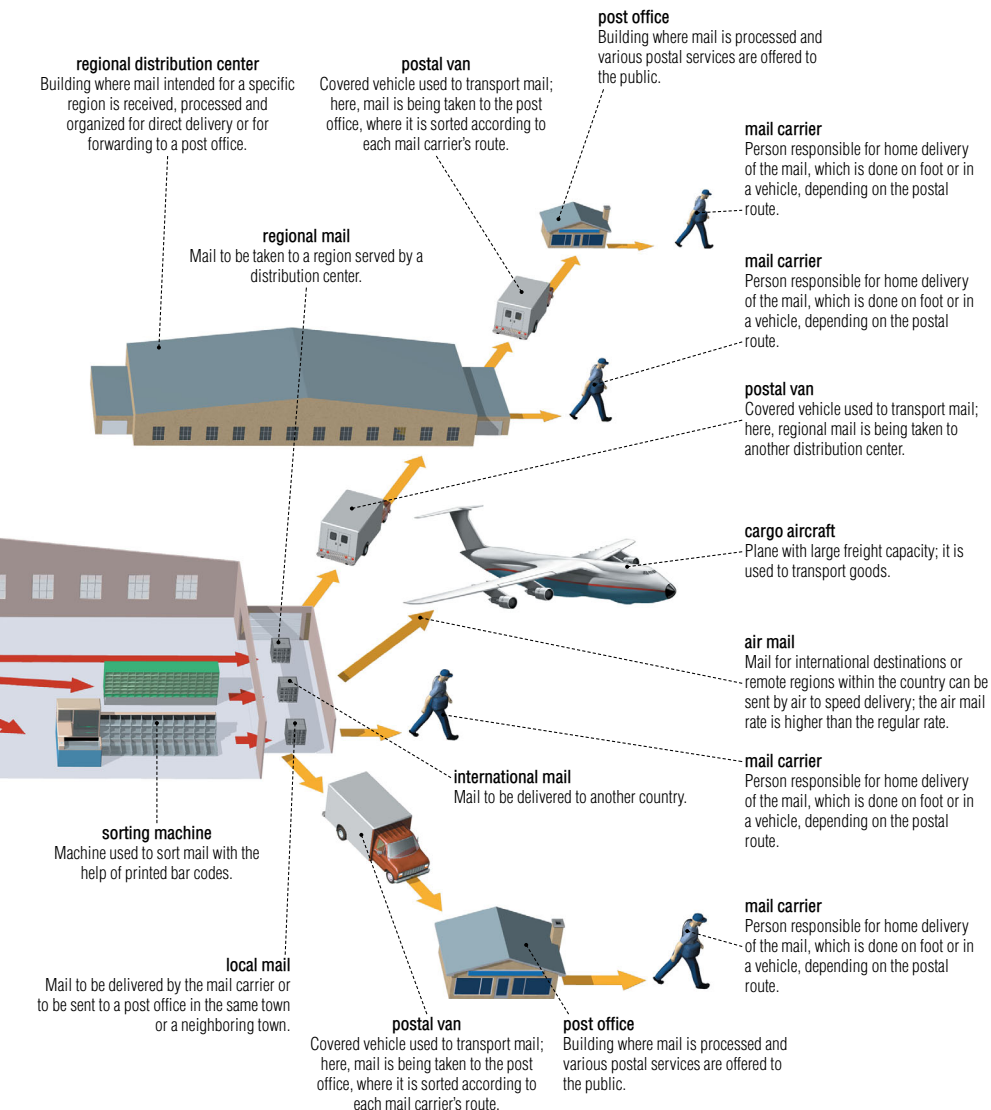


## postal parcel

Parcel sent through the mail.

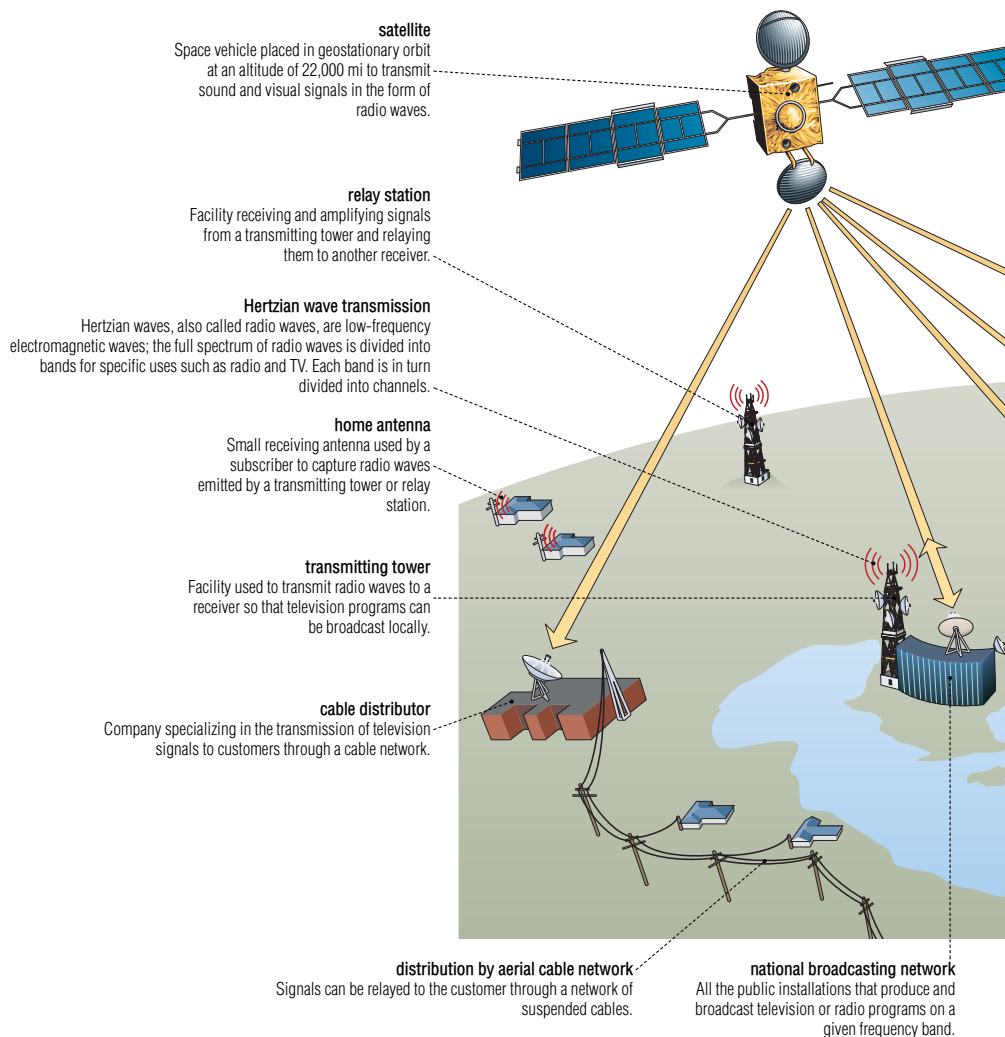


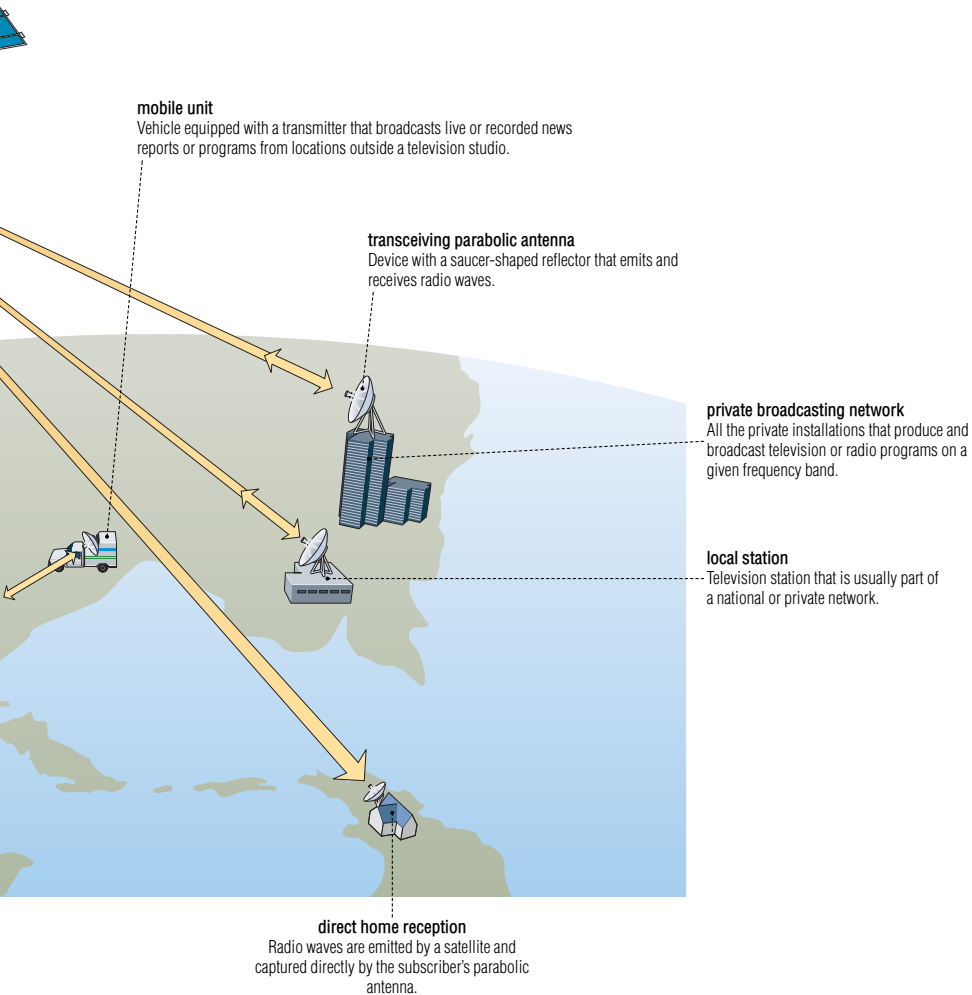




# broadcast satellite communication

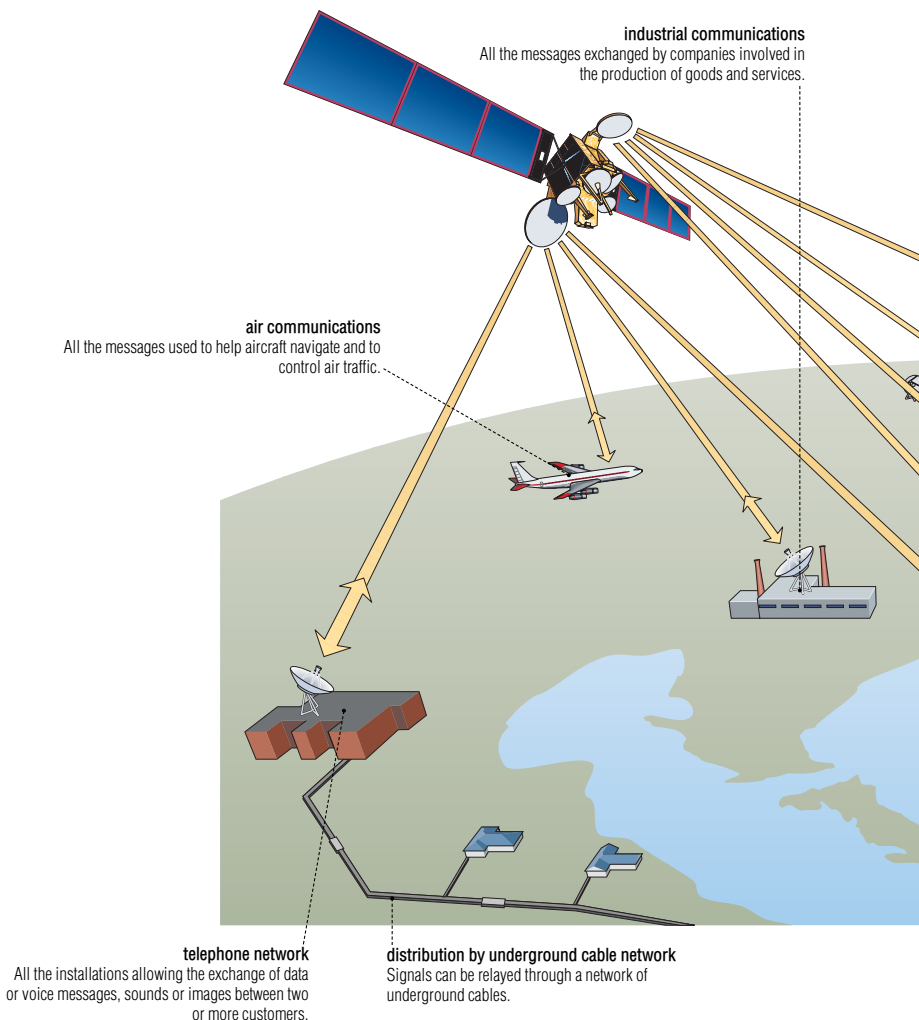
Transmission of television signals (pictures and sound) to the general public by means of radio waves relayed by satellite.

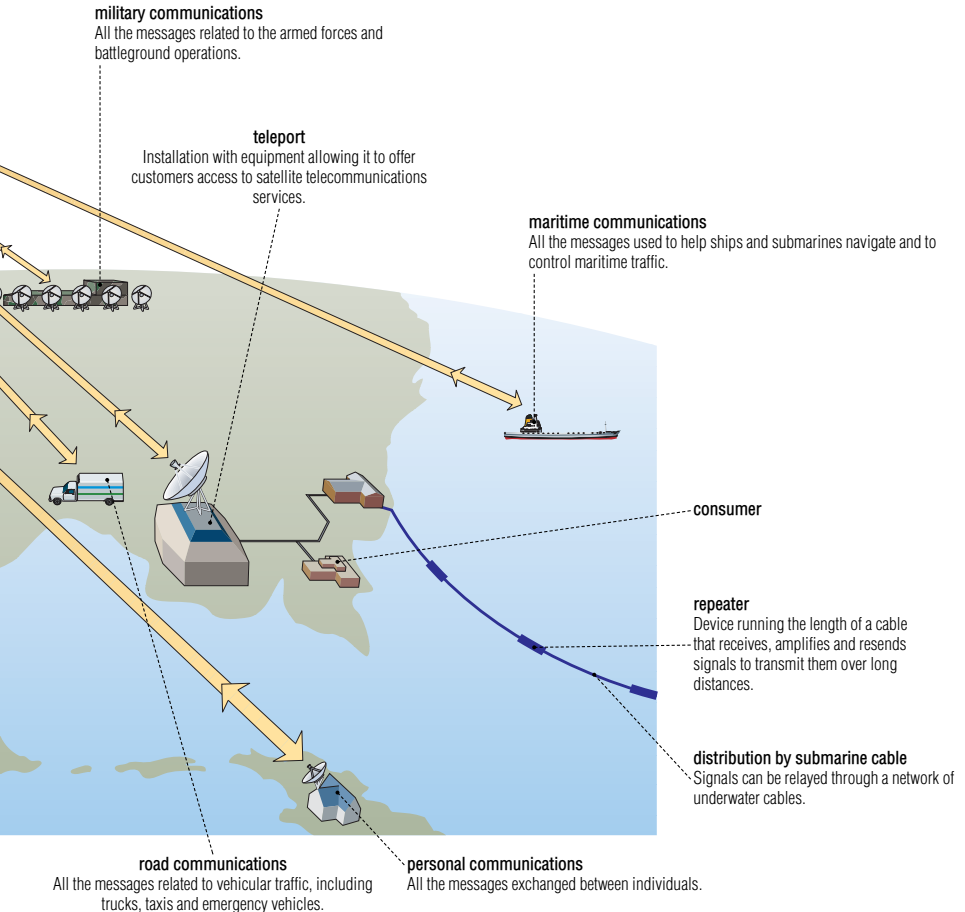




# telecommunications by satellite

Transmission of data such as images, sound and computer data using radio waves relayed by satellites.





## telecommunication satellites

Space vehicles placed into geostationary orbit at an altitude of 22,000 mi to receive and broadcast long-distance signals in the form of radio waves.

### Eutelsat

Family of European satellites launched 20 years ago to transmit television, telephone and business communications signals.

#### communication module

Part of the satellite that receives and amplifies signals captured by the dish and then relays them to the transmission dish.

#### transceiving dish

Antenna allowing a satellite to capture radio waves emitted from Earth and to redirect them to ground stations.

#### solar reflectors

Protective panels used to deflect the Sun's rays and lower the heat reaching the satellite equipment so it will not be damaged.

#### solar array

Power supply device that converts solar energy into immediately usable electrical energy.

#### propulsion module

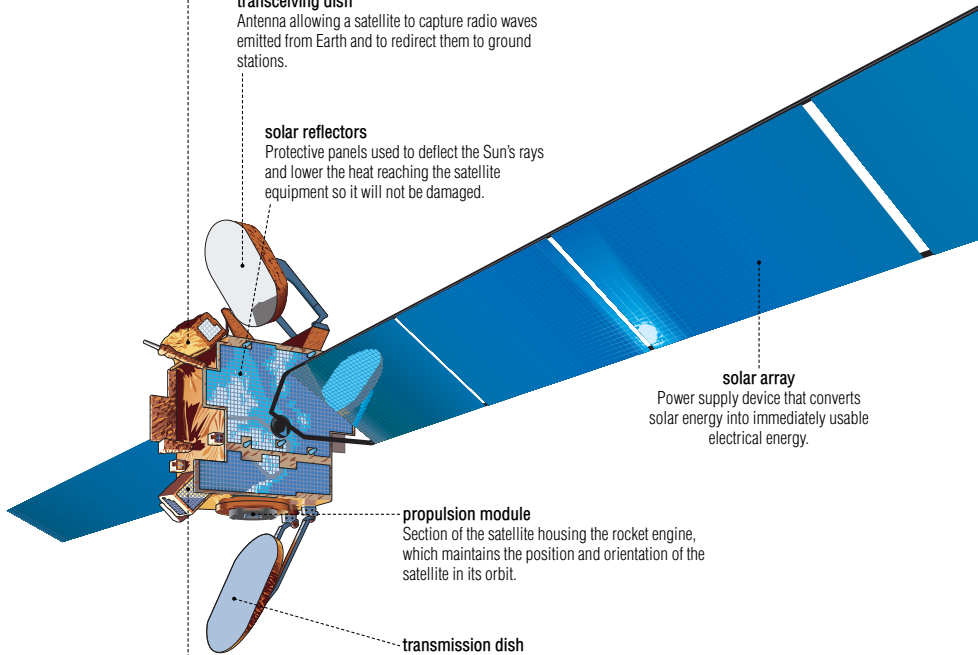
Section of the satellite housing the rocket engine, which maintains the position and orientation of the satellite in its orbit.

#### transmission dish

Antenna allowing the satellite to broadcast radio waves to an Earth station.

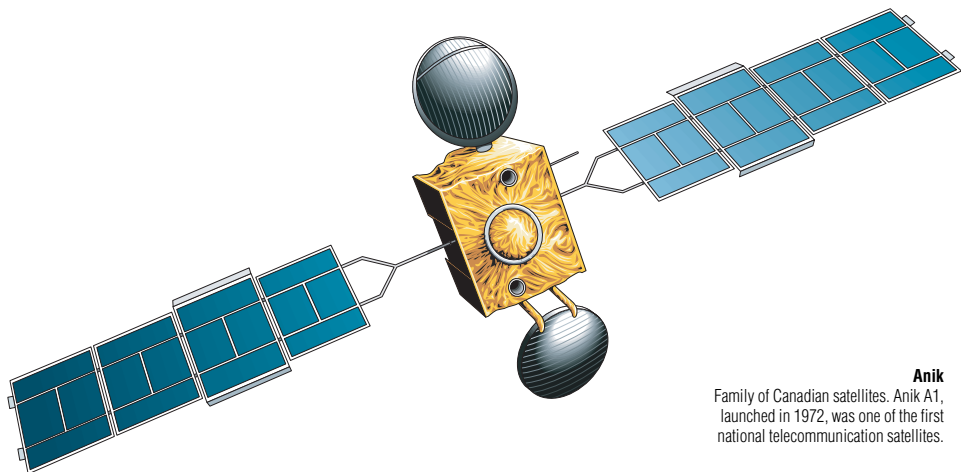
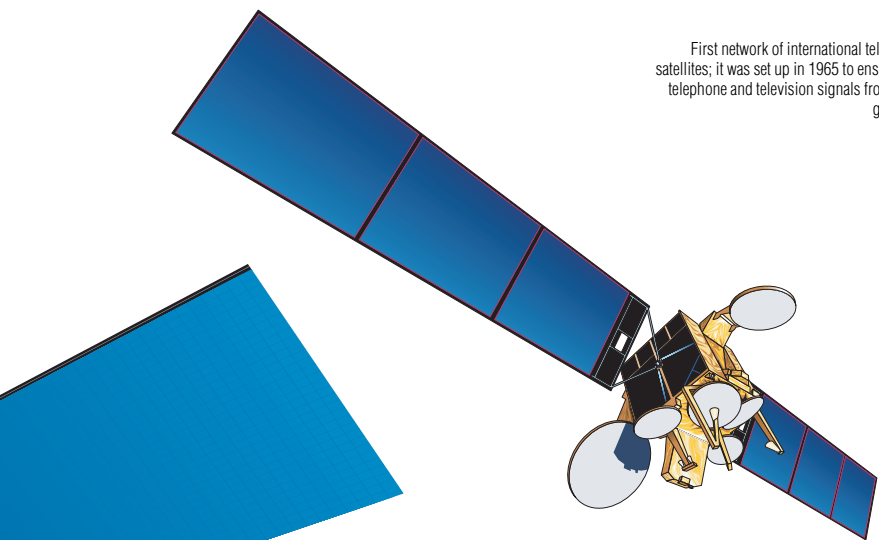
#### service module

Section of the satellite housing the command and control systems.



**Intelsat**

First network of international telecommunication satellites; it was set up in 1965 to ensure exchanges of telephone and television signals from one end of the globe to the other.

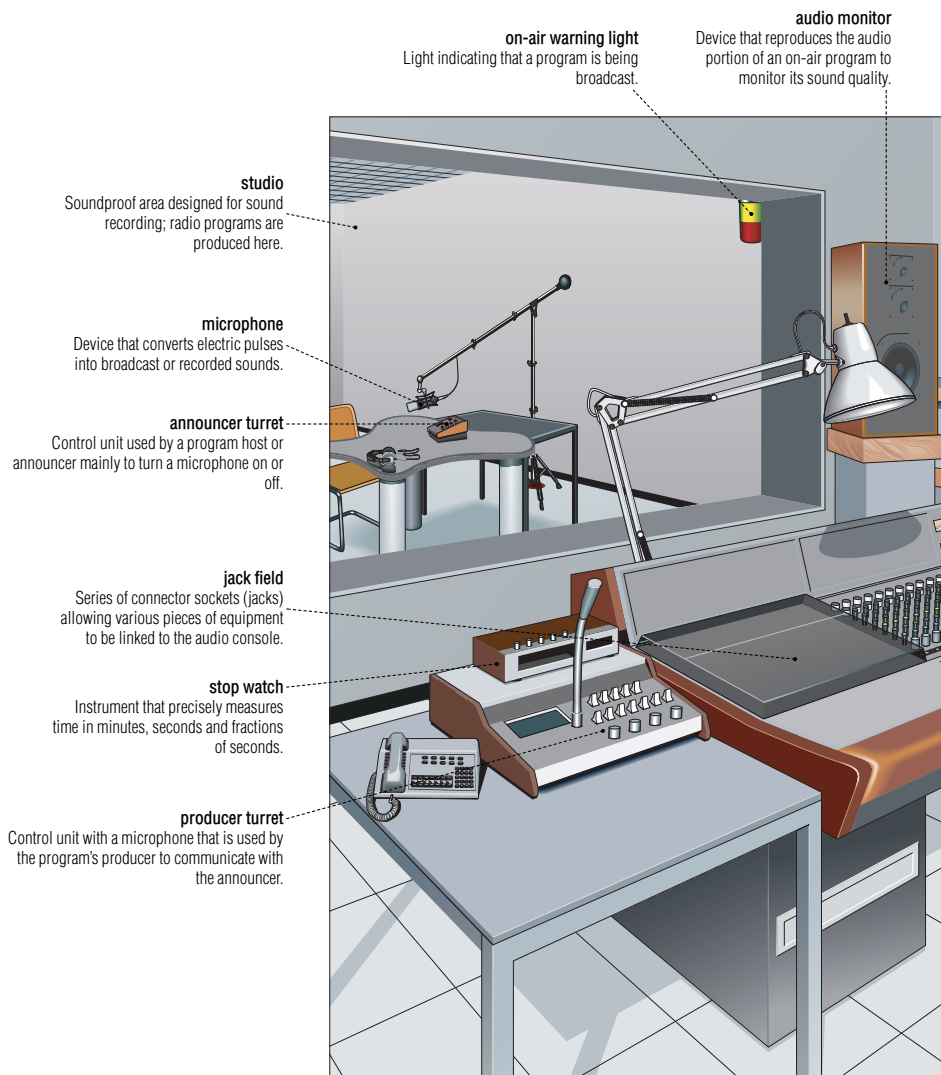
**Anik**

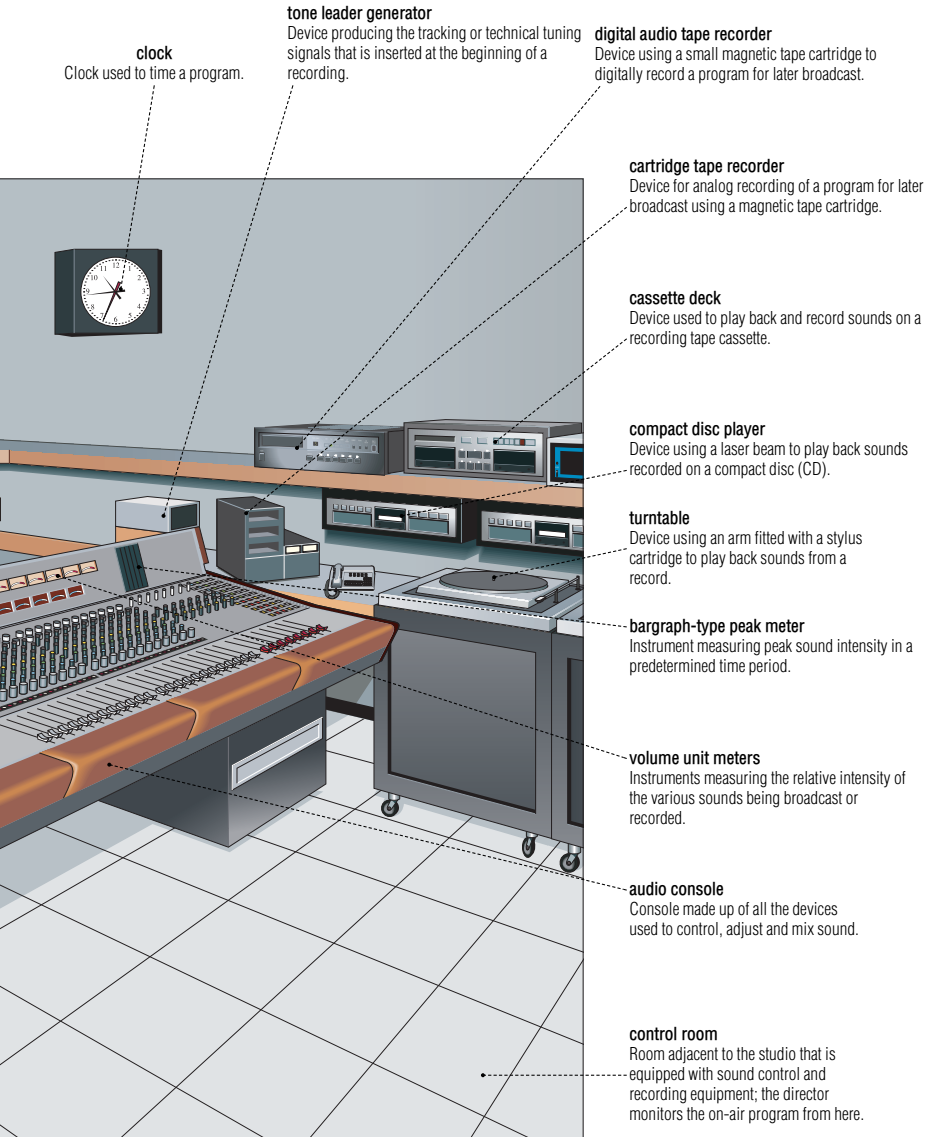
Family of Canadian satellites. Anik A1, launched in 1972, was one of the first national telecommunication satellites.



## radio: studio and control room

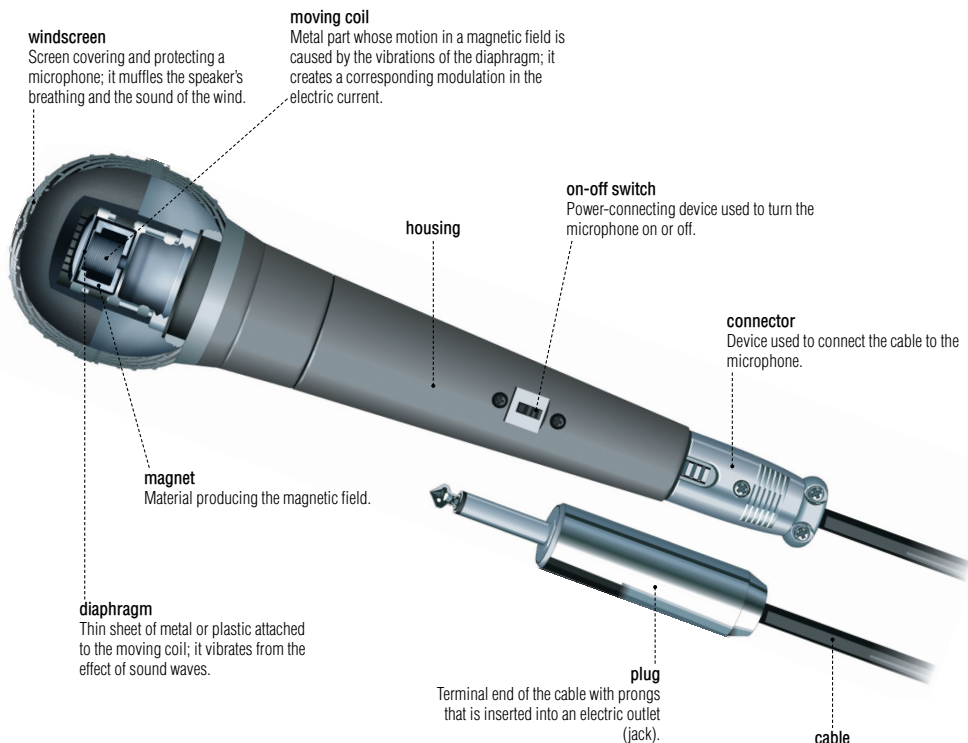
Area with two rooms separated by a glass window where audio programs are produced, recorded or broadcast.





# dynamic microphone

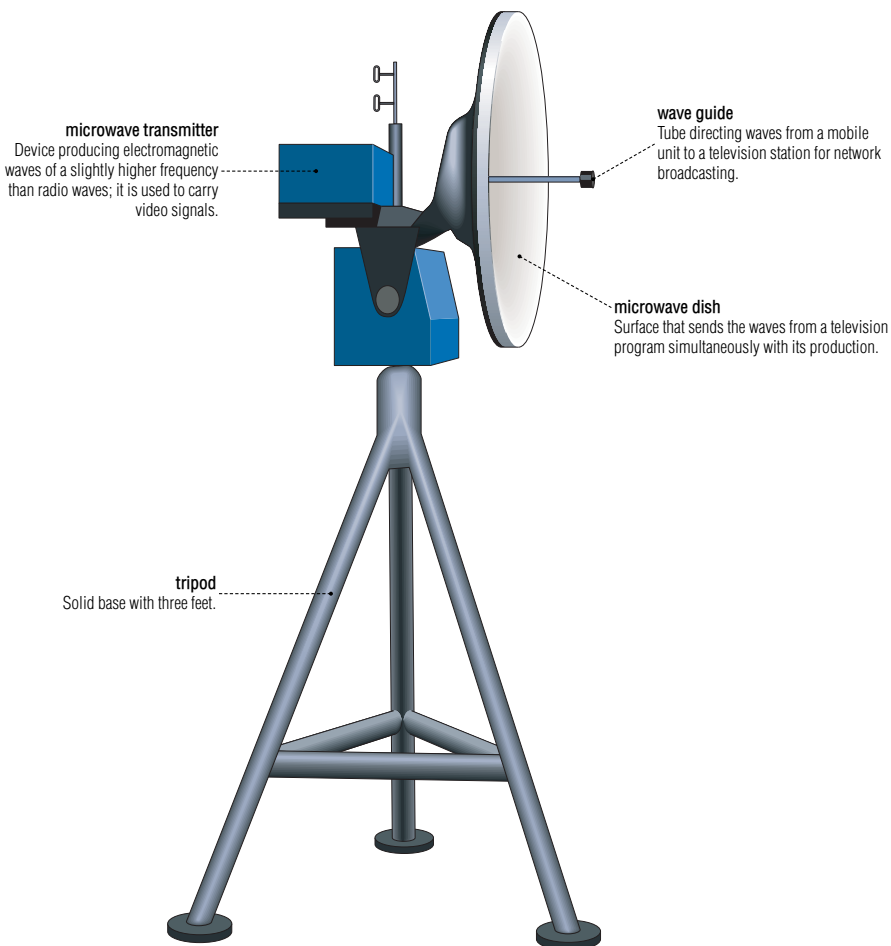
Device with a moving coil traveling in a magnetic field that converts sounds into electric pulses for broadcasting or recording.



The first long-distance transmission of black and white pictures took place in the 1920s; color television was introduced in 1951.

**parabolic antenna**

Device equipped with a parabolic dish that sends waves toward a television station.



**mobile unit**

Vehicle equipped with a transmitter that broadcasts live or recorded news reports or programs from locations outside a television studio.

**preview monitor**

Screen for viewing a picture to assess its quality before broadcasting or recording it.

**production control room**

Area equipped to select and compose pictures to be broadcast or recorded; it is also used to coordinate the activities of other control rooms and filming locations.

**monitor wall**

Set of screens on which various camera shots are projected as requested by the producer; it allows the producer to switch from one shot to another during the program.

**audio control room**

Room with the control and monitoring equipment required for sound recording.

**audio monitor**

Device that reproduces the audio portion of an on-air program to monitor its sound quality.

**clock**

Clock used to time a program.

**equipment rack**

Cabinet where the mobile unit's technical equipment is stored.

**telephone set**

Device allowing the human voice to be transmitted over a distance by means of a network of telephone lines.

**audio technician**

Person responsible for sound recording.

**audio console**

Console made up of all the devices used to control, adjust and mix sound.

**producer**

Person in charge of the technical and artistic direction while a movie or a television program is being shot.

**output monitor**

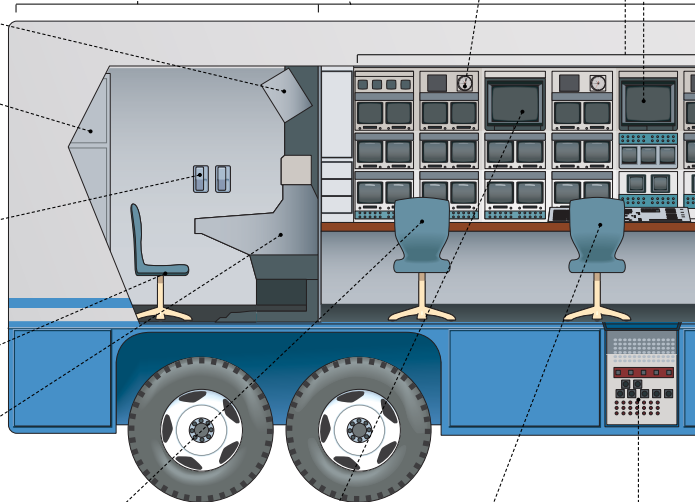
Screen for viewing a picture sent to a television station or recorded for later broadcast.

**video switcher technician**

Person responsible for switching from one camera to the other as requested by the producer.

**video connection panel**

All the devices connecting camera cables to the control room equipment.



**audio monitor**

Device that reproduces the audio portion of an on-air program to monitor its sound quality.

**equipment rack**

Cabinet where the mobile unit's technical equipment is stored.

**camera control area**

Room equipped to control and adjust camera shots.

**camera control unit**

Console housing all the equipment used to control and adjust the cameras.

**camera control technician**

Person responsible for camera operations and the quality of the pictures.

**maintenance area**

Area for the technical maintenance of equipment.

**air-conditioning unit**

Device used to keep the air cool within a mobile unit.

**technical producer**

Person responsible for all technical elements of a production, including sound and picture quality.

**electrical connection panel**

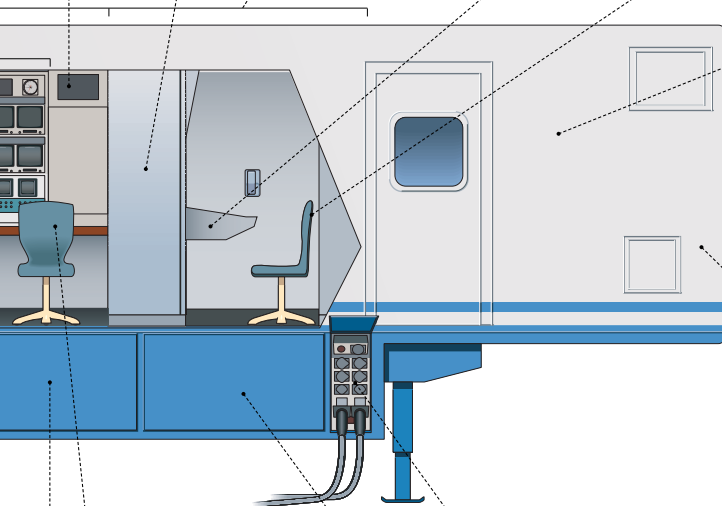
All the devices connecting a mobile unit's electric circuitry to a generator or electric supply network.

**cable drum compartment**

Compartment used to store camera and lighting cables.

**technical equipment compartment**

Compartment used to store equipment required to produce a program such as cameras and batteries.



## television

**studio and control rooms**

A television studio is made up of a set and three control rooms housing a variety of facilities for controlling broadcasting and recording.

**studio floor**

Room designed for recording television program sounds and images; it might be soundproof or not.

**lighting/camera control area**

Room equipped to control camera shots and lighting.

**audio control room**

Room with the control and monitoring equipment required for sound recording.

**production control room**

Area equipped to select and compose pictures to be broadcast or recorded; it is also used to coordinate activities in other control rooms and the studio.

**camera control technician**

Person responsible for camera operations and the quality of the pictures.

**lighting technician**

Person responsible for drawing up lighting plans and supervising the installation and operation of the spotlights.

**lighting board operator**

Person responsible for making lighting changes during production.

**technical producer**

Person responsible for all technical elements of a production, including sound and picture quality.

**video switcher technician**

Person responsible for switching from one camera to the other as requested by the producer.

**producer**

Person in charge of the technical and artistic direction while a movie or a television program is being shot.

**production adviser**

Production associate who is responsible mainly for overseeing the proper flow of a program.

**audio technician**

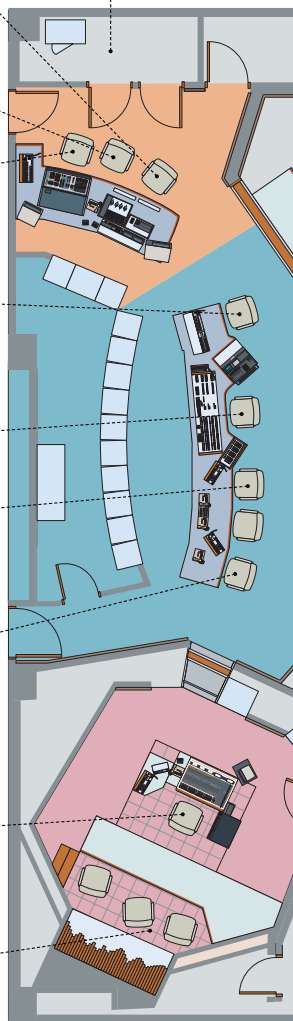
Person responsible for sound recording.

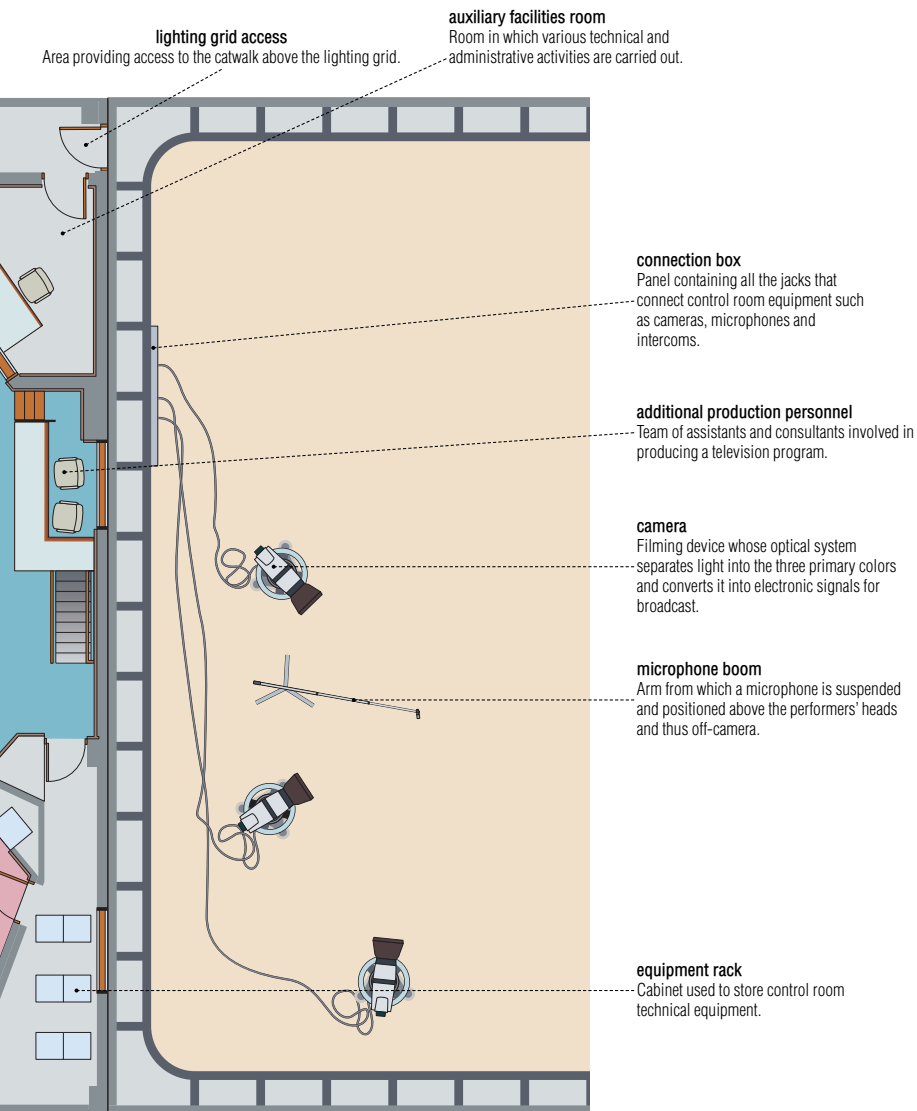
**musical advisers**

Production assistants for the musical portion of a program.

**lighting control room**

Room housing a set of devices used to vary the intensity of the spotlights.







**production control room**

Area equipped to select and compose pictures to be broadcast or recorded; it is also used to coordinate activities in other control rooms and the studio.

**monitor wall**

Set of screens on which various camera shots are projected as requested by the producer; it allows the producer to switch from one shot to another during the program.

**clock**

Clock used to time a program.

**input monitors**

Screens displaying pictures taken by studio cameras or originating from various other sources such as a videocassette recorder or a telecine.

**output monitor**

Screen for viewing a picture that was broadcast or recorded.

**audio monitor**

Device that reproduces the audio portion of an on-air program to monitor its sound quality.

**telephone**

Device allowing the human voice to be transmitted over a distance by means of a network of telephone lines.

**production desk**

Desk housing all the technical equipment of the production control room.

**intercom station**

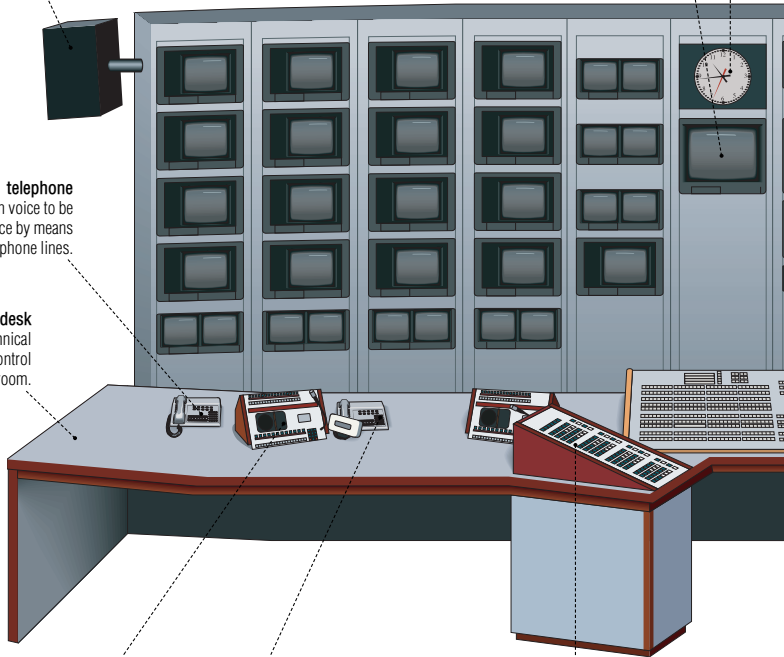
Speakerphone for communicating between different locations in the same building.

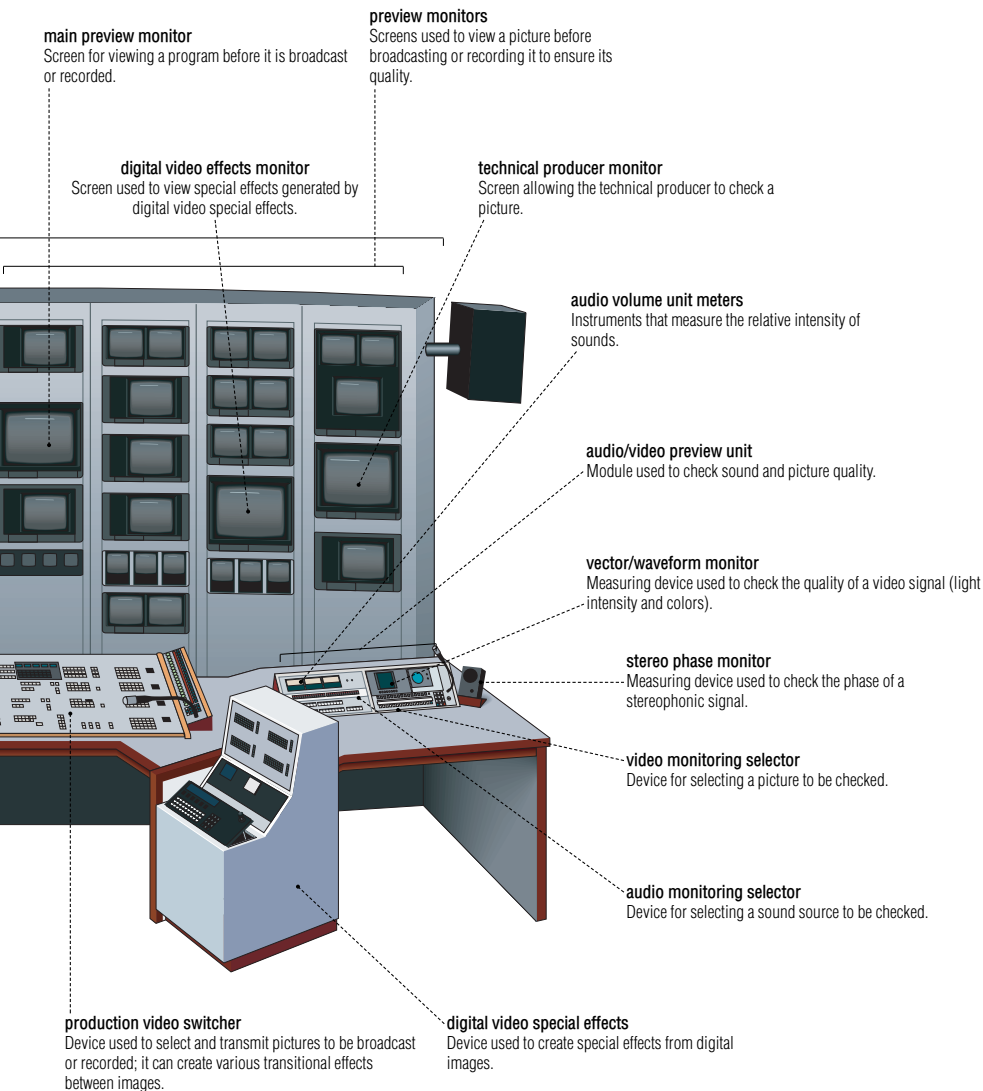
**intercom microphone**

Microphone used by the producer, production assistant or a technician to transmit directions to crew members in other control rooms or in the studio.

**auxiliary video switcher**

Additional video switcher.





## television

**studio floor**

Room designed for recording television program sounds and images; it might be soundproof or not.

**floodlight on pantograph**

Broad light that is mounted on an expandable support whose height can be adjusted.

**floodlight**

Light with a wide beam that is used to illuminate an entire scene.

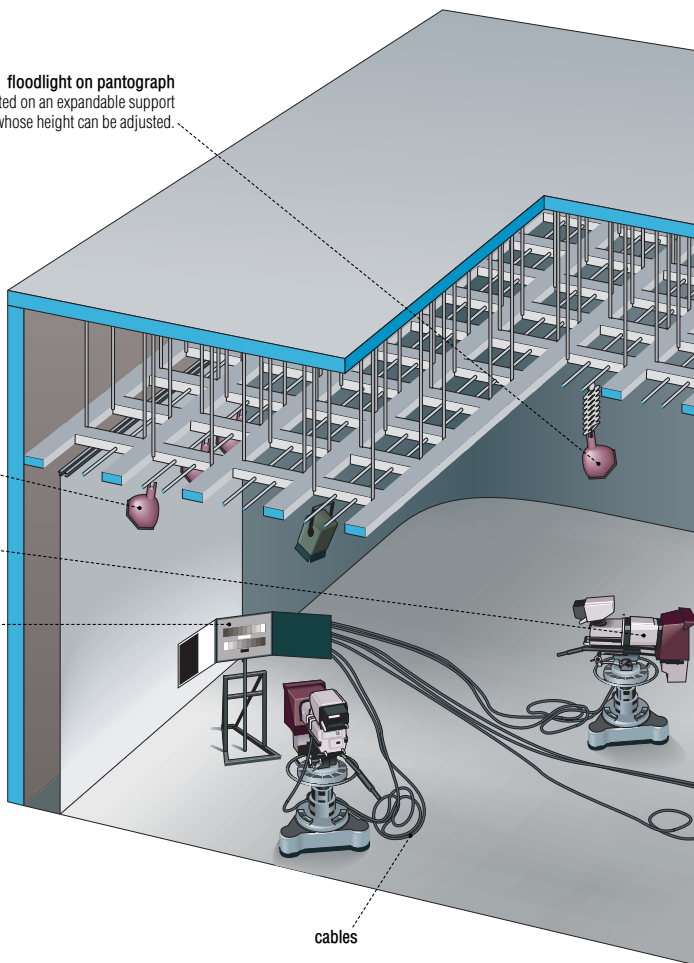
**camera**

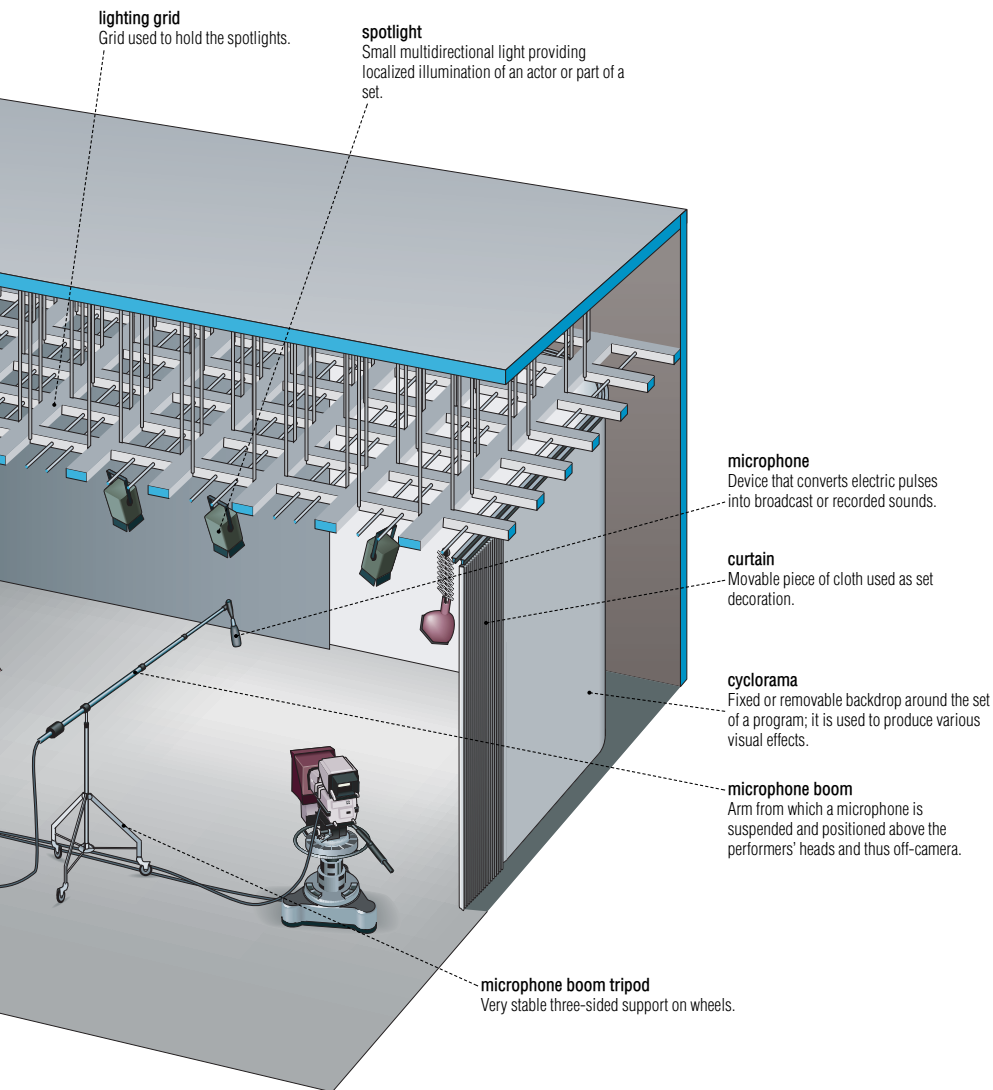
Filming device whose optical system separates light into the three primary colors and converts it into electronic signals for broadcast.

**test pattern**

Image used to calibrate and adjust various camera settings.

cables





**camera**

Filming device whose optical system separates light into the three primary colors and converts it into electronic signals for broadcast.

**camera viewfinder**

Device for viewing the scene to be filmed in order to frame it and bring it into focus.

**zoom lens**

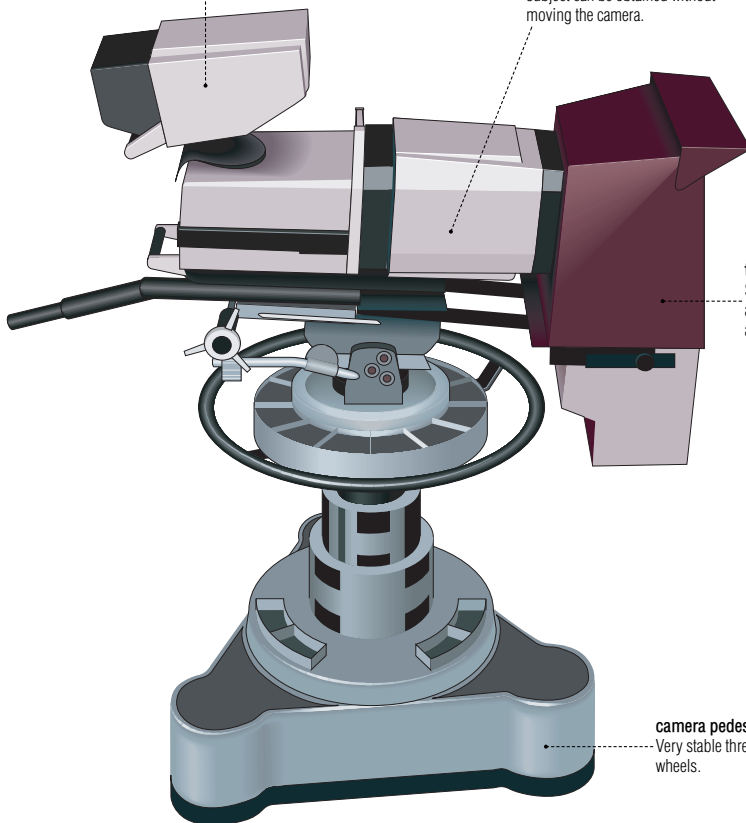
Device for changing the visual field so that a close-up or distant shot of the subject can be obtained without moving the camera.

**teleprompter**

Screen with scrolling text so that the announcer can read without looking away from the camera.

**camera pedestal**

Very stable three-sided support on wheels.



**liquid crystal display (LCD) television**

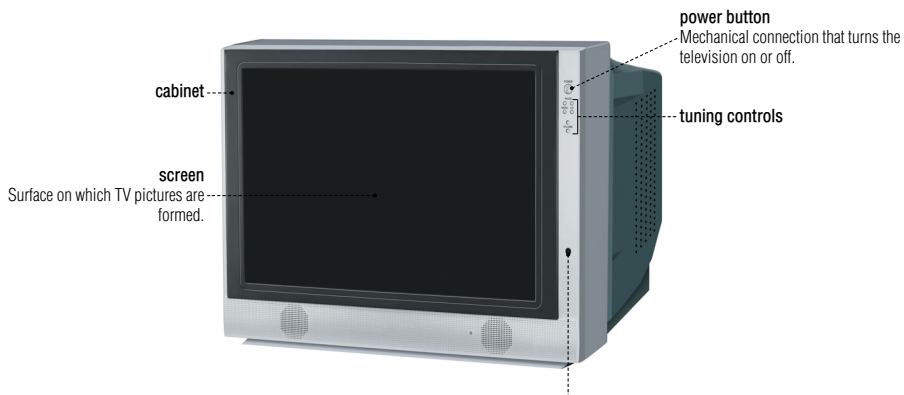
Television set with a flat, thin screen, which reproduces images by reflecting light onto liquid crystals.

**plasma television**

Television set with a flat, thin screen that reproduces images using light emitted by a mixture of gases.

**cathode ray tube (CRT) television**

Receiving device that generates the sound and picture elements of programs broadcast by a television station or recorded on cassette or disc.



cabinet

screen

Surface on which TV pictures are formed.

power button

Mechanical connection that turns the television on or off.

tuning controls

remote control sensor

Device that receives infrared signals emitted by a remote control so that certain functions can be operated from a distance.

## television

**picture tube**

Hollow glass tube in which video signals are converted into electron beams to produce pictures on the screen.

**funnel**

Flared rear portion of the picture tube.

**color selection filter**

Perforated metal plate that directs each electron beam toward the sensitive parts of the screen corresponding to its color.

**electron gun**

Device that emits electron beams toward the screen; there are beams for each of the primary colors, red, green and blue.

**base**

Terminal end of the picture tube that connects to outside circuits.

**neck**

Narrow part of the picture tube that contains the electron gun.

**protective window**

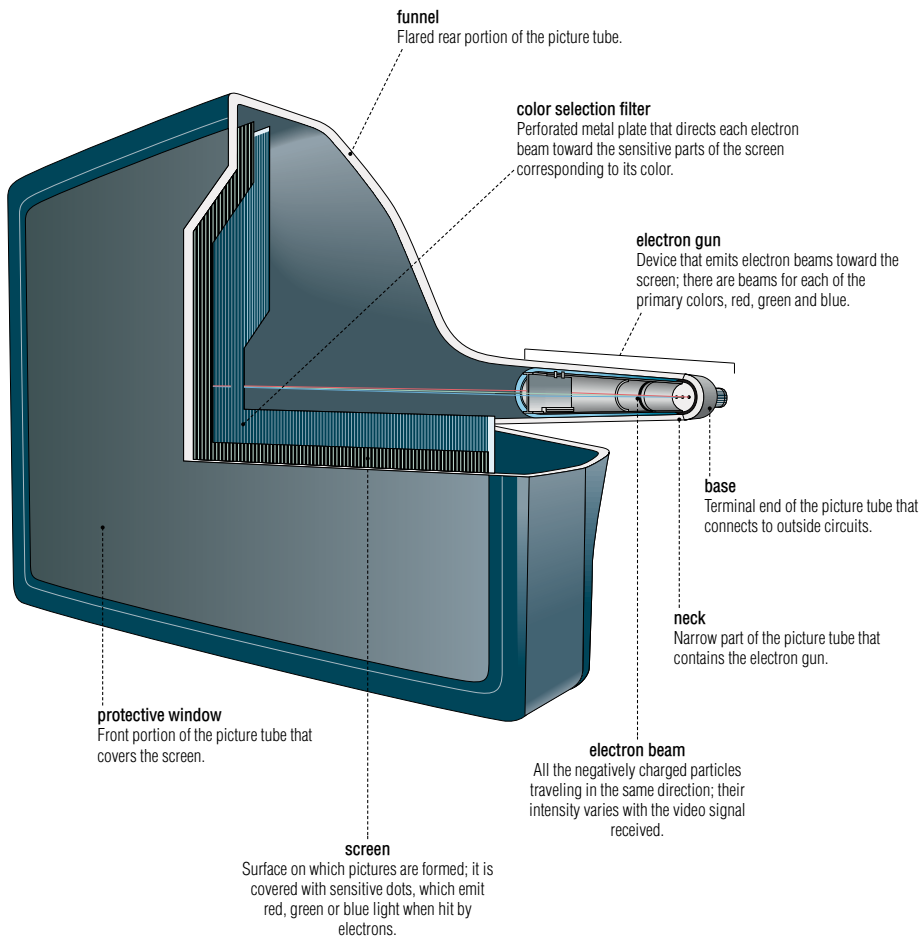
Front portion of the picture tube that covers the screen.

**screen**

Surface on which pictures are formed; it is covered with sensitive dots, which emit red, green or blue light when hit by electrons.

**electron beam**

All the negatively charged particles traveling in the same direction; their intensity varies with the video signal received.



**electron gun**

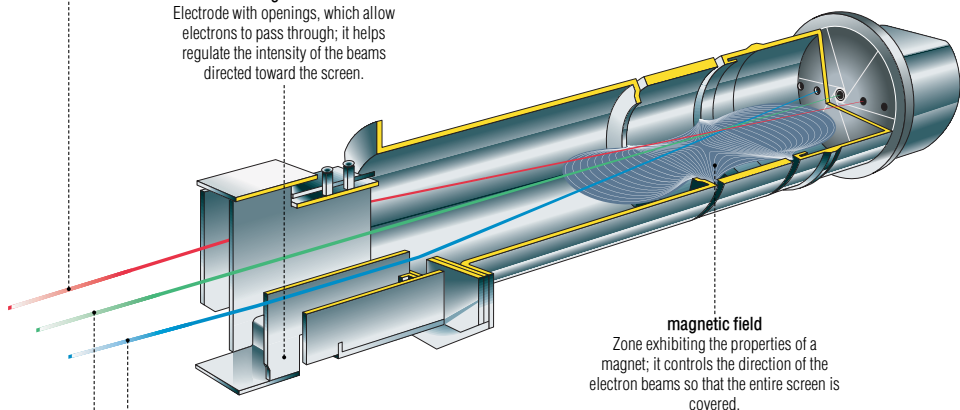
Device that emits electron beams toward the screen; there are beams for each of the primary colors, red, green and blue.

**red beam**

Electron beam hitting the sensitive parts of the screen that are designed to emit red light.

**grid**

Electrode with openings, which allow electrons to pass through; it helps regulate the intensity of the beams directed toward the screen.

**magnetic field**

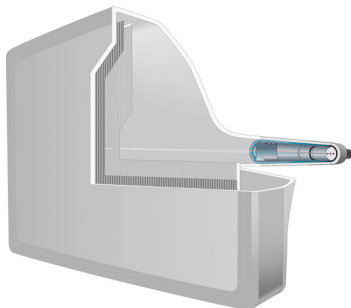
Zone exhibiting the properties of a magnet; it controls the direction of the electron beams so that the entire screen is covered.

**blue beam**

Electron beam hitting the sensitive parts of the screen that are designed to emit blue light.

**green beam**

Electron beam hitting the sensitive parts of the screen that are designed to emit green light.

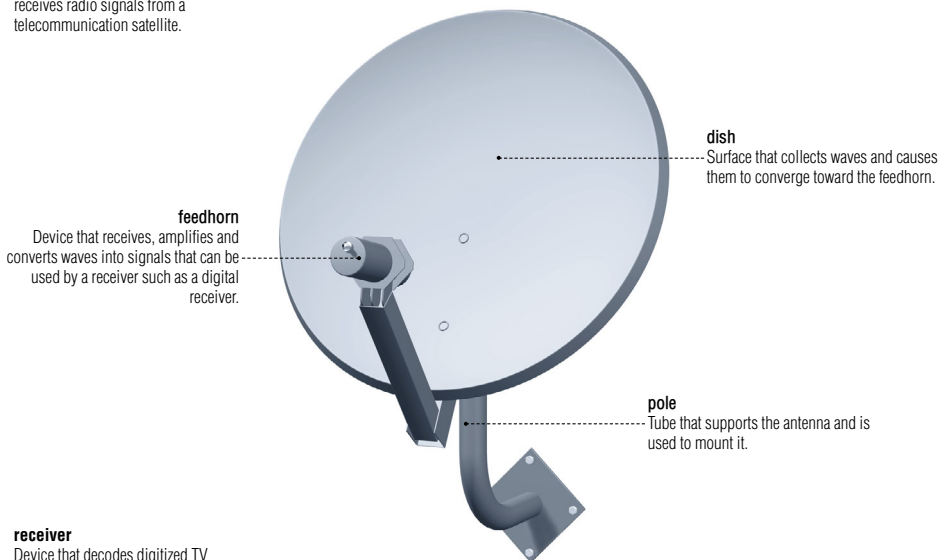




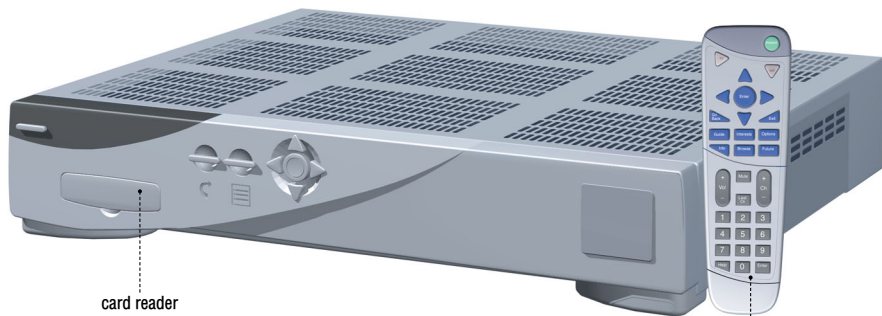
## television

**dish antenna**

Device with a dish reflector that receives radio signals from a telecommunication satellite.

**receiver**

Device that decodes digitized TV signals transmitted by satellite or cable and routes them toward a television set.



**home theater**

Audiovisual equipment package for home use; it recreates the sound and visual effects found in movie theaters.

**surround loudspeaker**

Each of the small loudspeakers located about the room that generate the surround sounds.

**main loudspeaker**

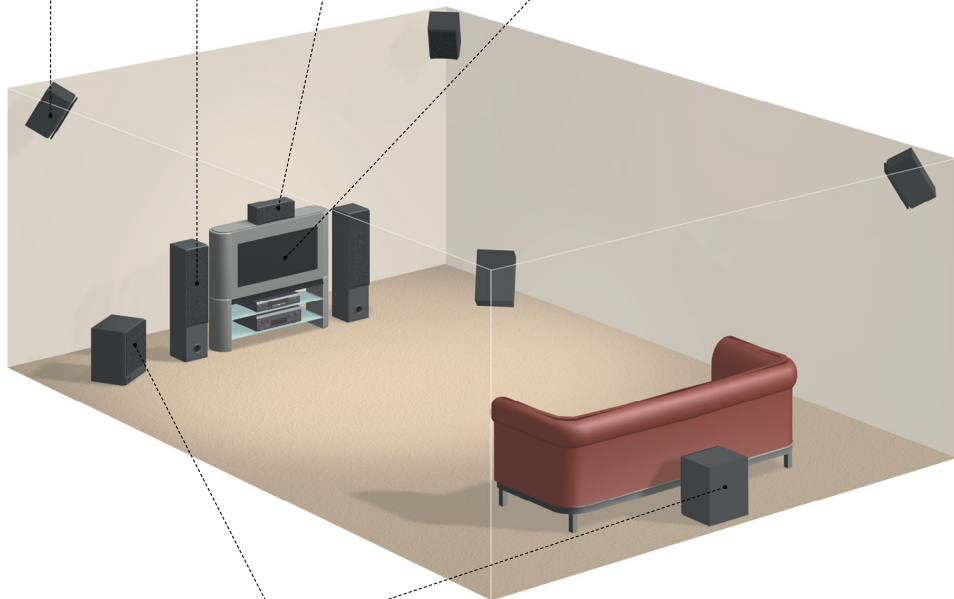
Each of the two loudspeakers located at the sides of a television set that generate most of the sounds and music.

**center loudspeaker**

Loudspeaker located between the two main loudspeakers that generates dialogue and certain sound effects.

**large-screen television set**

Television set with a screen having a length-to-height ratio greater than the norm so that it conforms to a movie theater format.

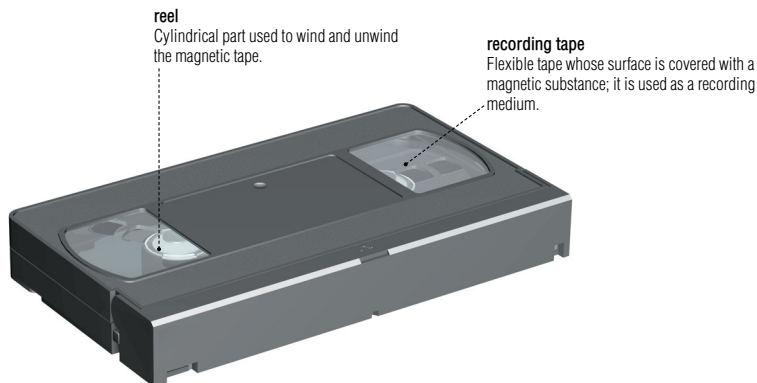
**subwoofers**

Large loudspeakers designed to generate very low frequencies.

## television

**videocassette**

Rigid case containing a magnetic tape on which sounds and images can be recorded.

**videocassette recorder (VCR)**

Device for playing back or recording audio and video signals on the magnetic tape of a videocassette.

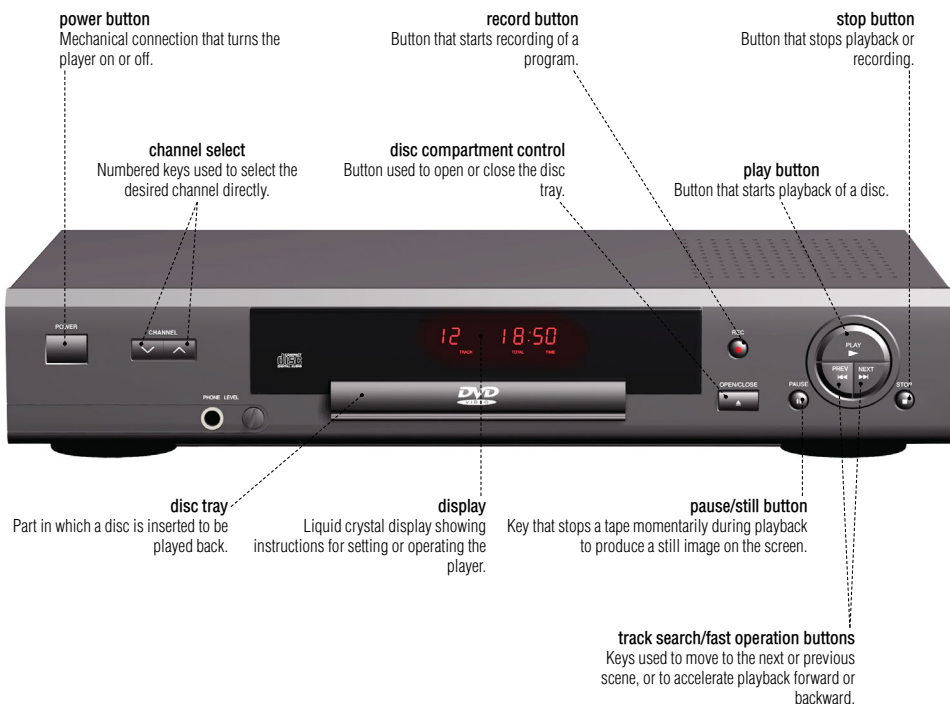


**digital versatile disc (DVD)**

Digital recording medium available in various formats, including video, audio and multimedia; it has greater storage capacity than a compact disc.

**DVD recorder**

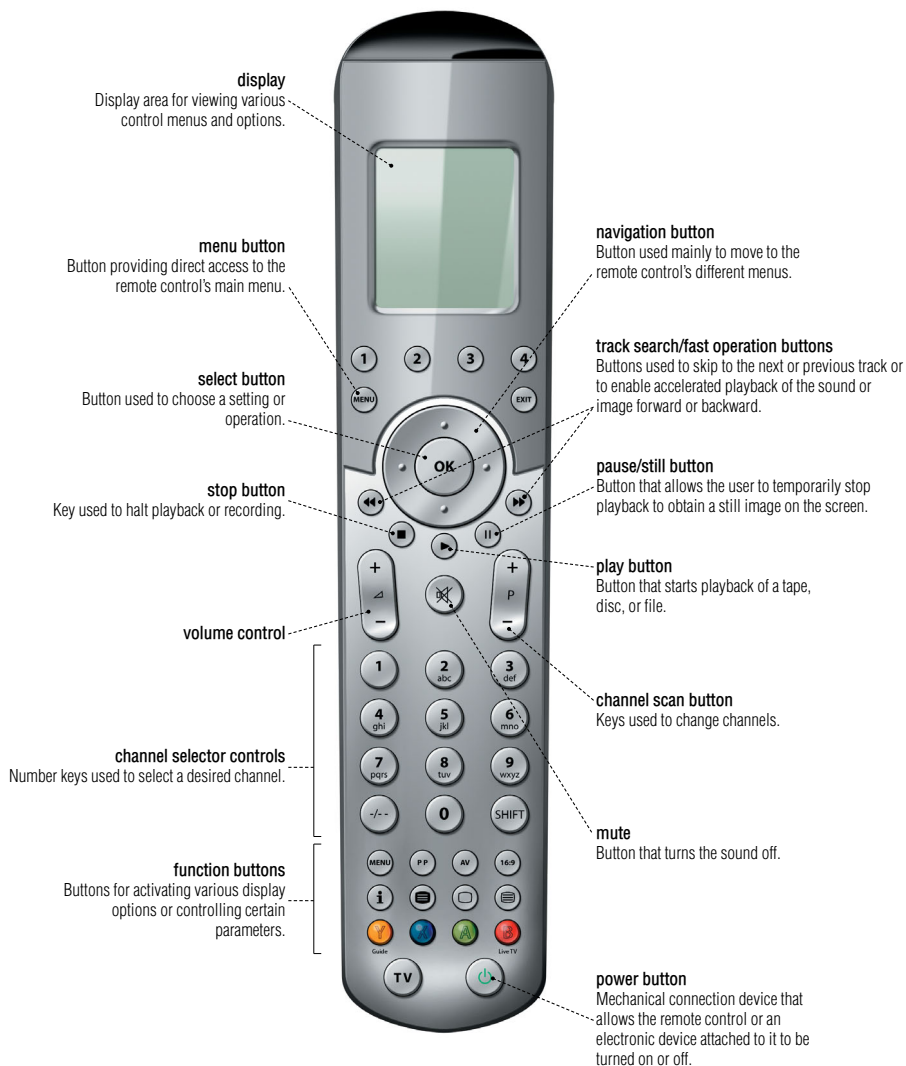
Device that uses a laser beam to play back data recorded on a DVD video.



## television

**remote control**

Device that controls some functions of a television set, tape recorder, DVD player, or another electronic appliance from a distance.



**compact videocassette adapter**

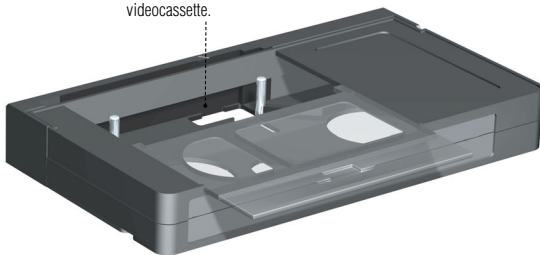
Case allowing a compact videocassette to be viewed using a standard VCR.

**cassette compartment**

Space designed to receive a videocassette.

**miniDV cassette**

Digital videocassette onto which images and sounds are recorded.

**hard disk drive camcorder**

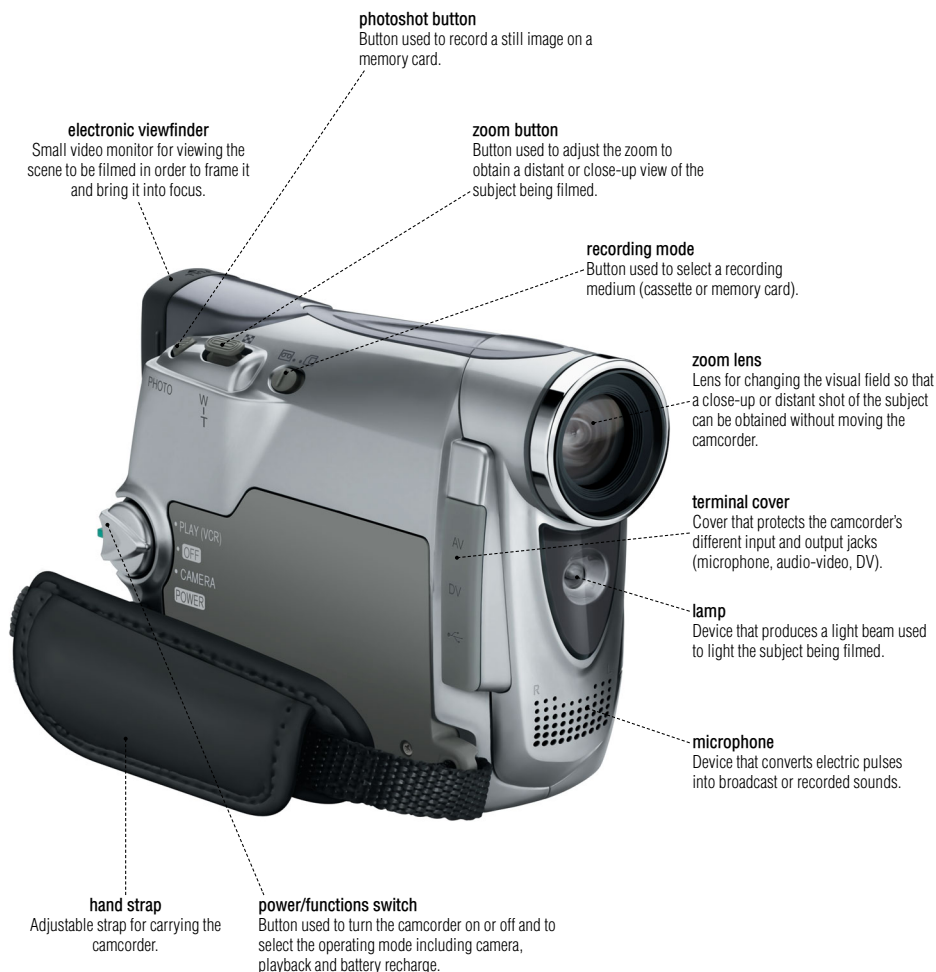
Portable video camera that records sounds and images in digital format on an internal hard disk.

**DVD camcorder**

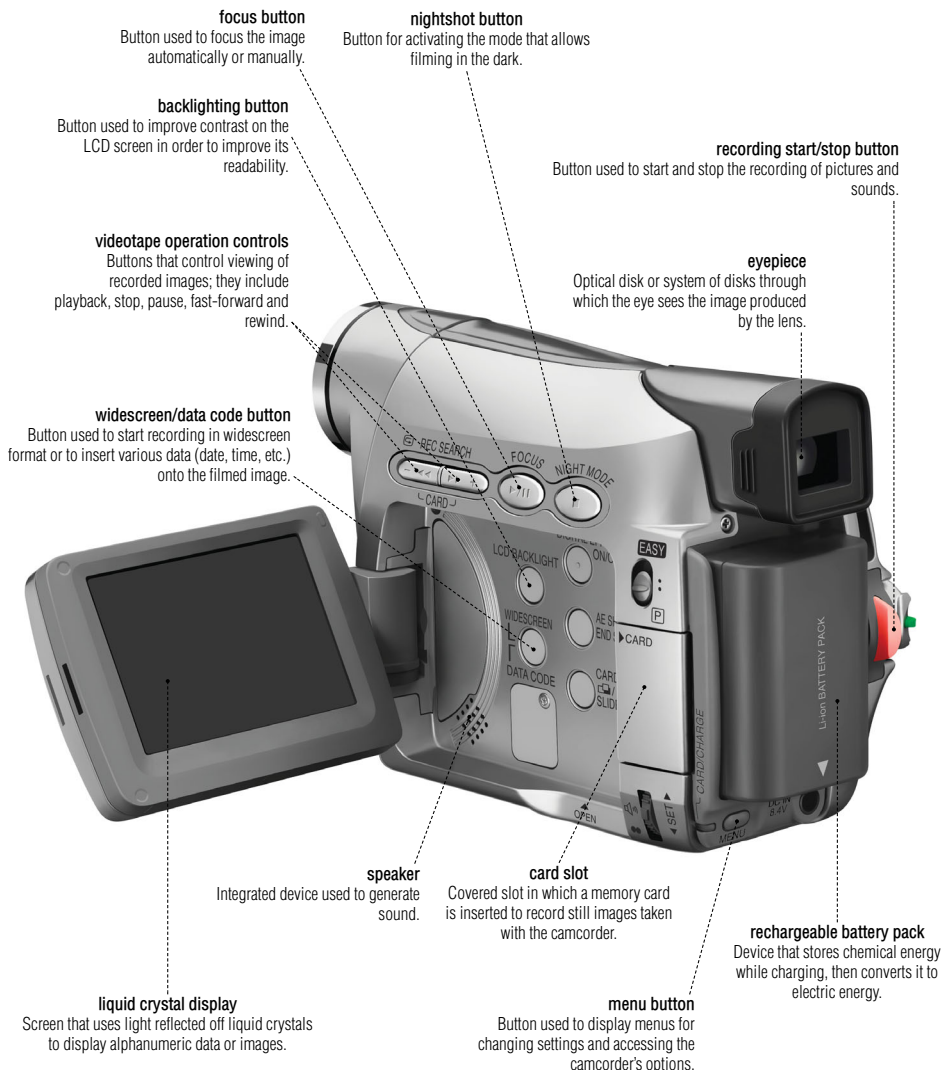
Portable video camera that records sounds and images in digital format directly on a Digital Versatile Disc (DVD).

**mini-DV camcorder: front view**

Portable video camera that records sounds and images in digital format on a miniDV cassette.



## mini-DV camcorder: rear view





# sound reproducing system

System for reproducing sound that consists mainly of a tuner, playback equipment, an amplifier and loudspeakers.

## system components



### tuner

Device that receives signals from radio stations by selecting the appropriate frequency.



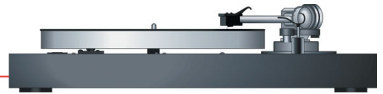
### amplifier

Device used to increase the strength of a sound signal.



### loudspeakers

Case enclosing one or several speakers which convert electrical pulses into sound waves.



### record player

Device using an arm fitted with a stylus cartridge to play back sounds from a record.



### compact disc player

Device using a laser beam to play back sounds recorded on a compact disc (CD).



### cassette tape deck

Device used to play back and record sounds on a recording tape cassette.



### graphic equalizer

Equipment used to modulate the received signal by regulating the relative intensity of each of its frequency bands.

**tuner**

Device that receives signals from radio stations by selecting the appropriate frequency.

**tuning mode**

Button for choosing between automatic (scanning) or manual selection of stations.

**mode selector**

Button used to select the sound reproduction mode (monophonic or stereophonic).

**band selector**

Button used to select an AM or FM band.

**tuning control**

Button used to select a broadcast frequency.

**preset tuning button**

Button used to tune into a station held in memory.

**digital frequency display**

Liquid crystal display showing the broadcast frequency of a tuned station.

**active tracking**

Button used to browse the full frequency band to locate and select a station.

**graphic equalizer**

Equipment used to modulate the received signal by regulating the relative intensity of each of its frequency bands.

**frequency bands**

All the frequencies contained in a sound signal.

**power button**

Mechanical connection that turns the graphic equalizer on or off.

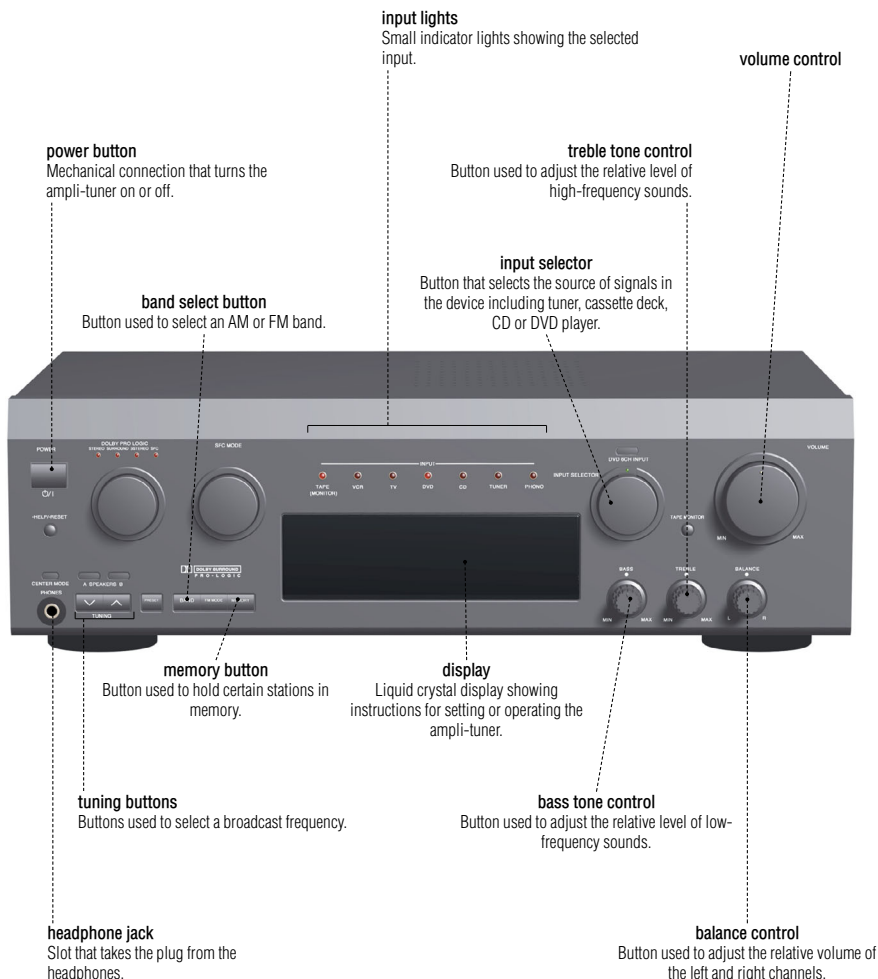
**frequency setting slide control**

Sliding part used to tone down or amplify the sound signal associated with a given frequency band.

## sound reproducing system

**ampli-tuner: front view**

Device combining the functions of a tuner (receiving radio signals) and an amplifier (increasing the strength of a sound signal).



cooling fan

switched outlet

power cord

Flexible electric wire housing the leads connecting the appliance to the electric circuit.

ground terminal

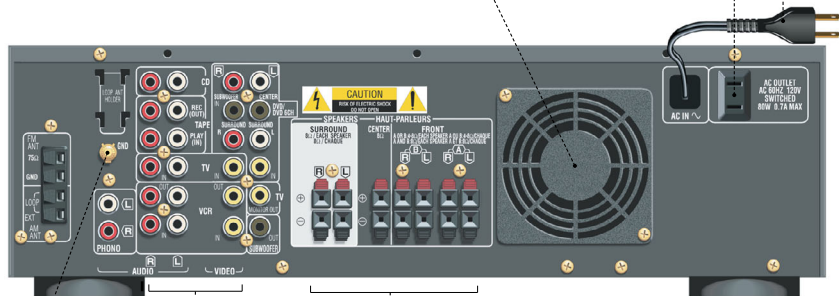
Device that grounds the electric current to prevent electrocution due to faulty equipment.

loudspeaker terminals

Jacks that connect the loudspeakers to the ampli-tuner.

input/output audio/video jacks

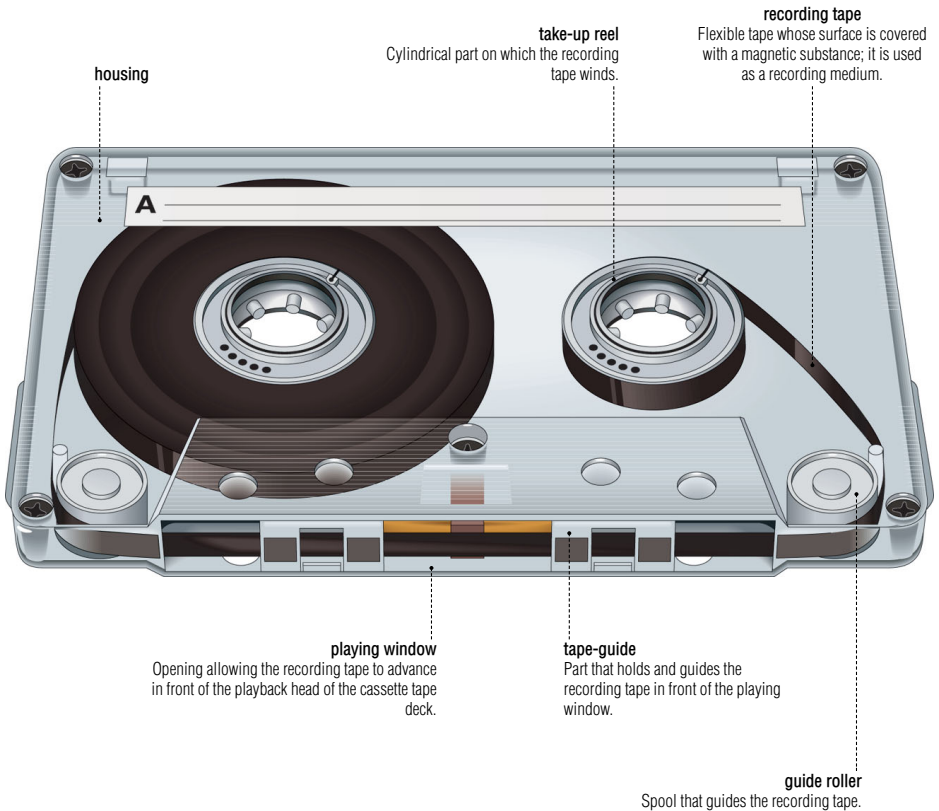
Coupling jacks that transfer audio and video signals between the ampli-tuner and the various playback and recording devices.



## sound reproducing system

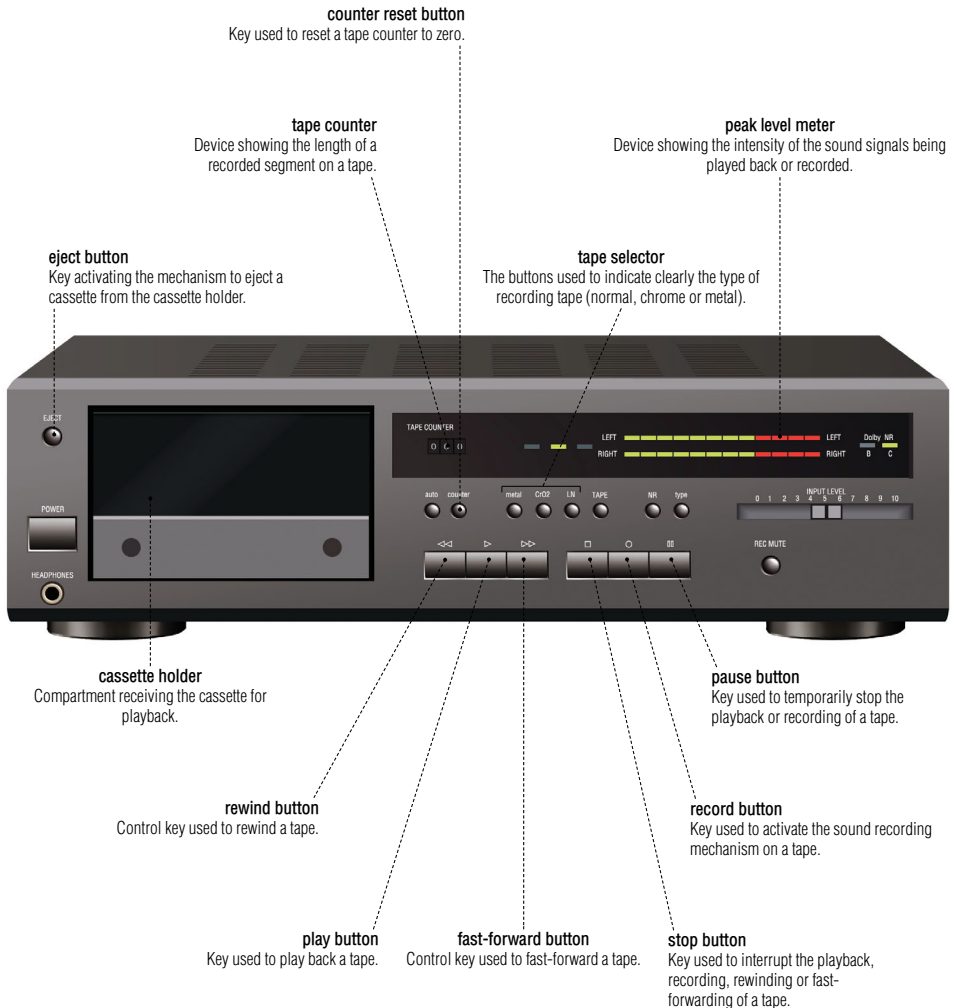
**cassette**

Rigid case containing a recording tape on which sounds can be recorded.



**cassette tape deck**

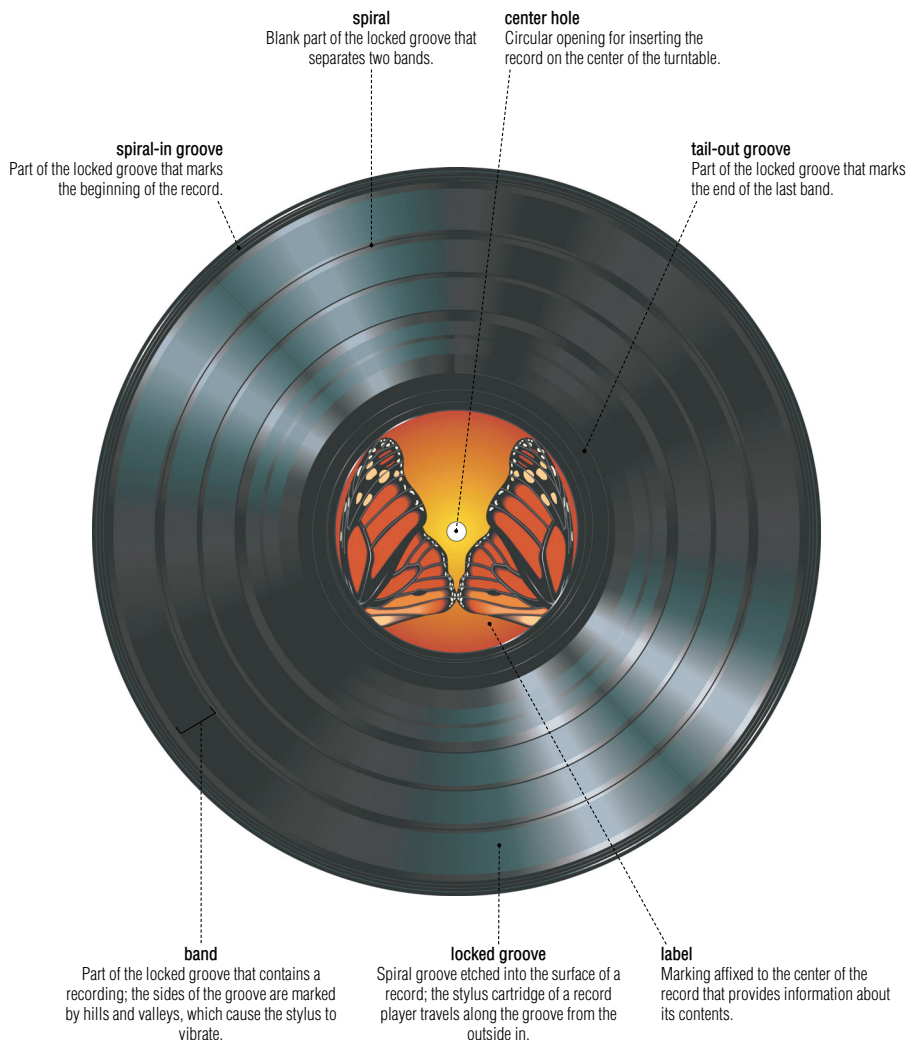
Device used to play back and record sounds on a recording tape cassette.



## sound reproducing system

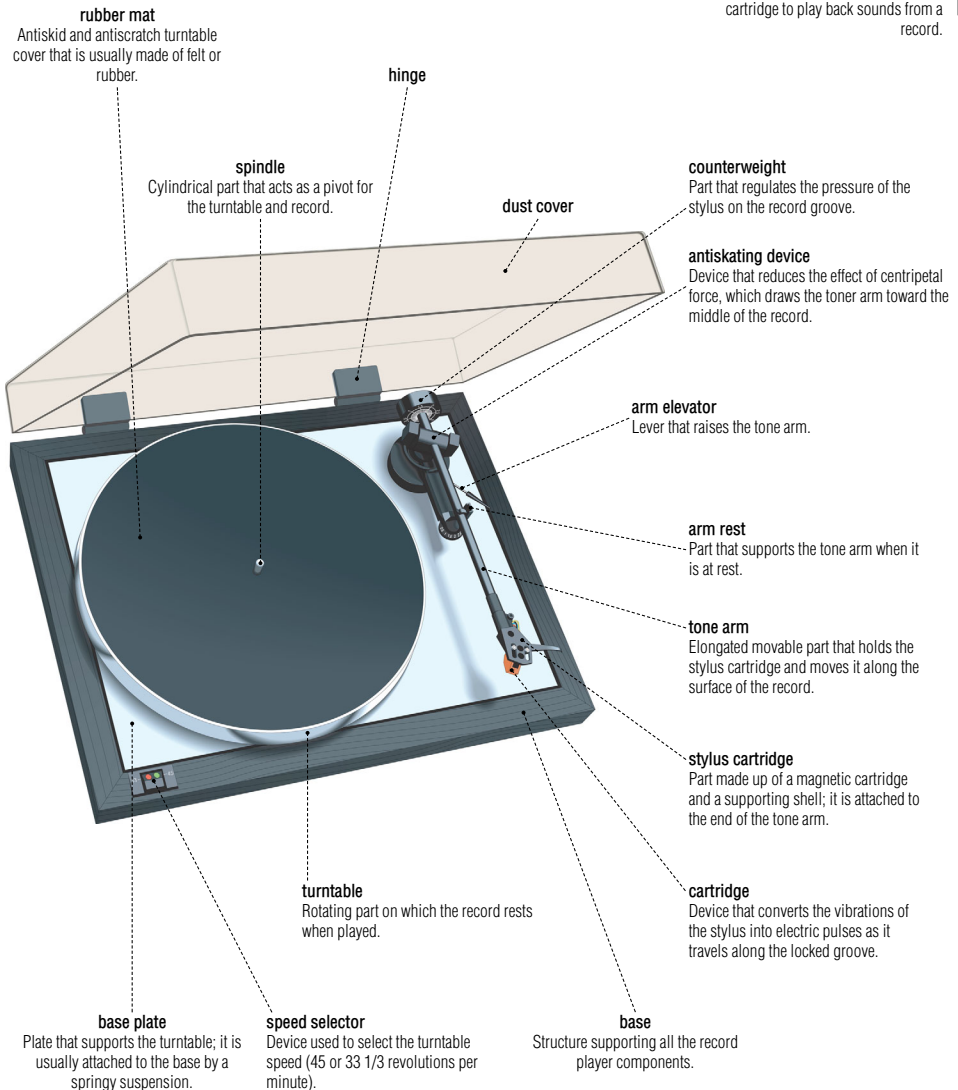
**record**

Usually vinyl, circular medium on which sounds are recorded.



**record player**

Device using an arm fitted with a stylus cartridge to play back sounds from a record.

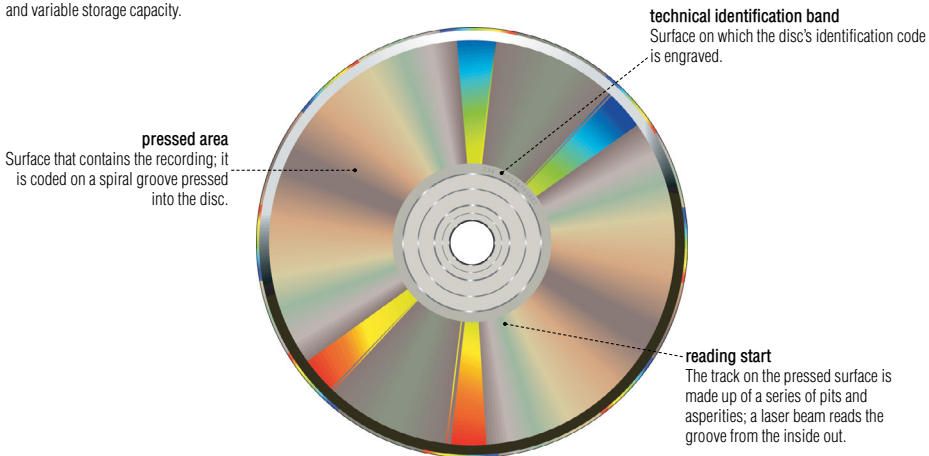




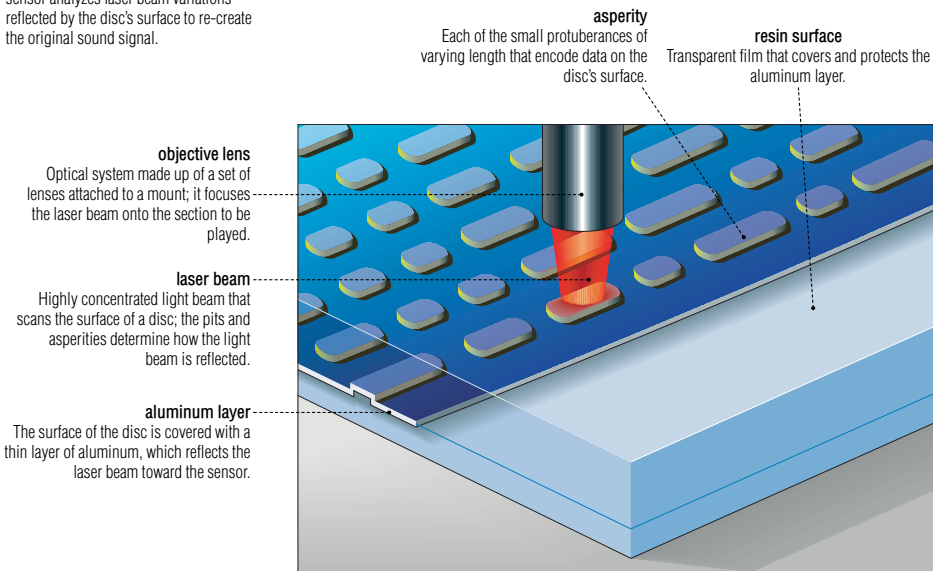
## sound reproducing system

**compact disc**

Digital recording medium with multiple formats (including video and audio) and variable storage capacity.

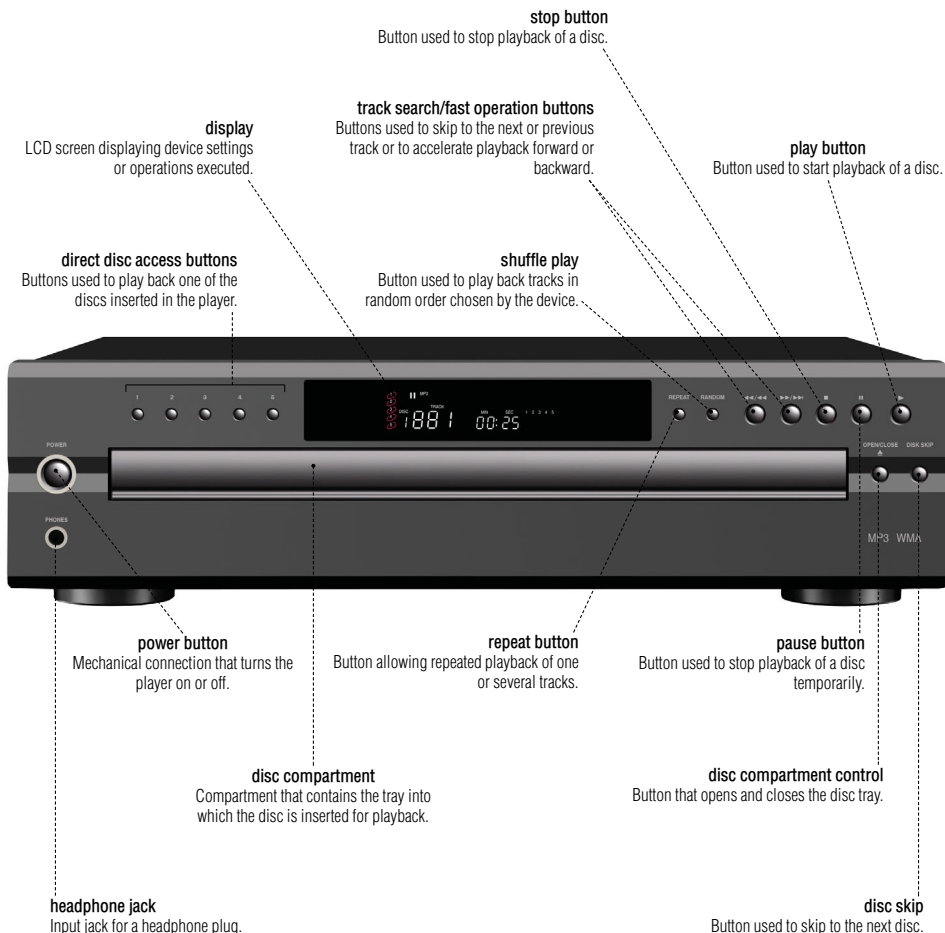
**compact disc reading**

During playback of a compact disc, a sensor analyzes laser beam variations reflected by the disc's surface to re-create the original sound signal.



**compact disc player**

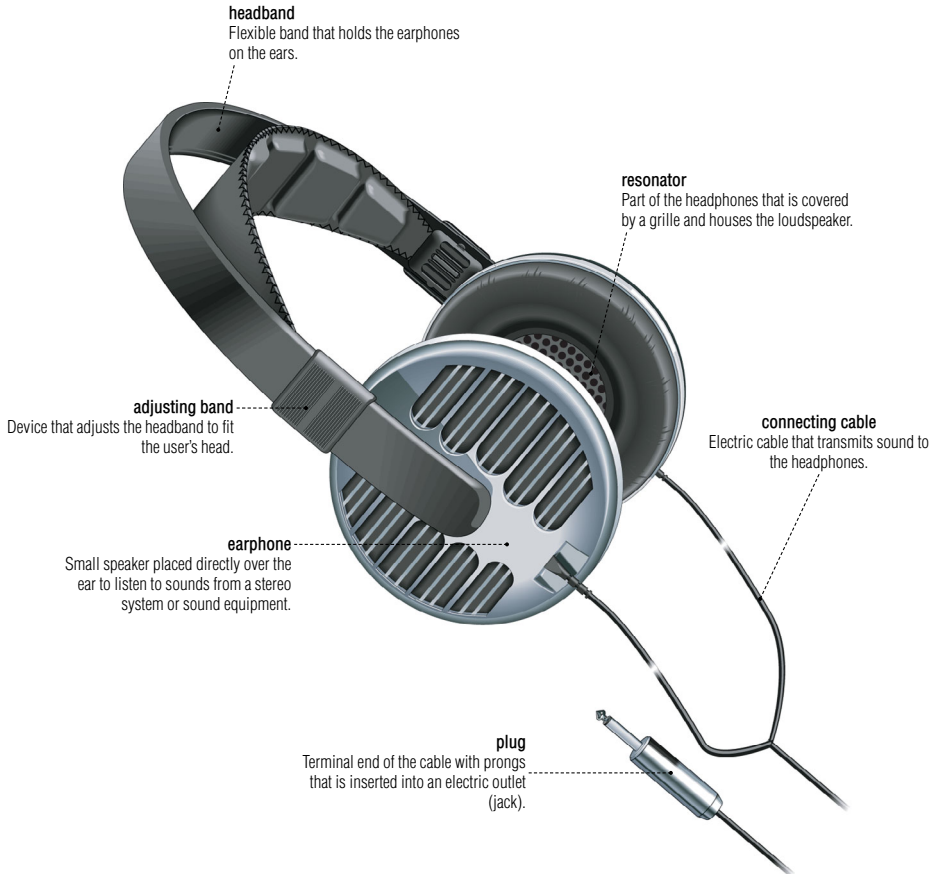
Device using a laser beam to play back sounds recorded on a compact disc (CD).



## sound reproducing system

**headphones**

Sound reproduction device made up of two earphones mounted on a headband.



**loudspeakers**

Case enclosing one or several speakers which convert electrical pulses into sound waves.

right channel

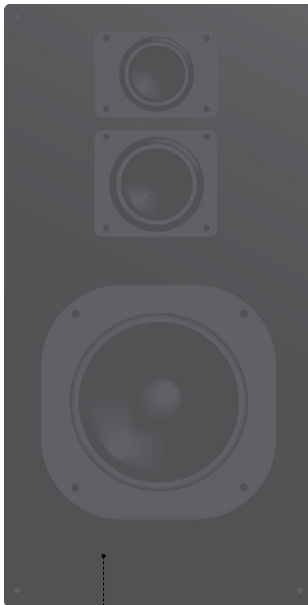
left channel

**midrange**

Loudspeaker designed to reproduce the middle frequencies of the sound signal.

**tweeter**

Loudspeaker designed to reproduce the high frequencies of the sound signal.

**speaker cover**

Thin grille made of fabric or metal that covers and protects the speakers.

**woofer**

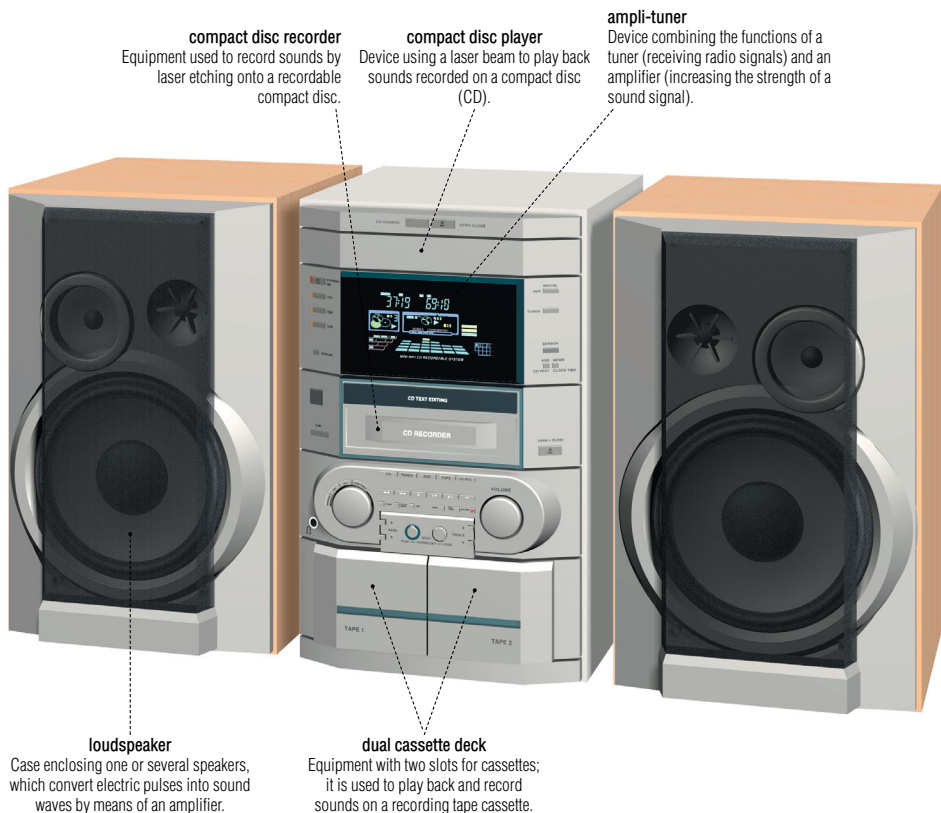
Loudspeaker designed to reproduce the low frequencies of the sound signal.

**diaphragm**

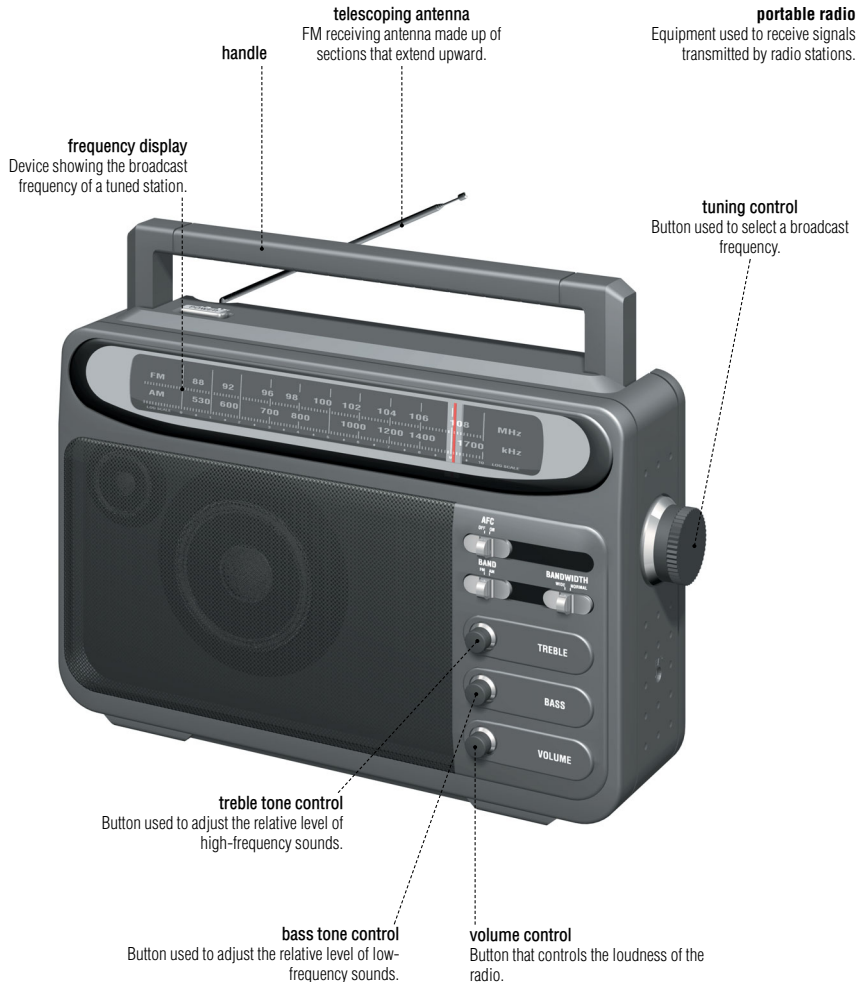
Cone-shaped flexible part that vibrates to create sound waves in the air.

## mini stereo sound system

Sound reproduction system with miniaturized components (including ampli-tuner, speakers and reader).



Small self-contained sound reproduction equipment that can be carried easily from one place to another.





**personal radio cassette player**

Portable cassette player that also contains a tuner.



**clock radio**

Portable radio with a built-in alarm clock whose wake-up mechanism is a buzzer or a radio station setting.

**portable compact disc player**

Portable CD player.

**display**

Liquid crystal display showing instructions for setting or operating the player.

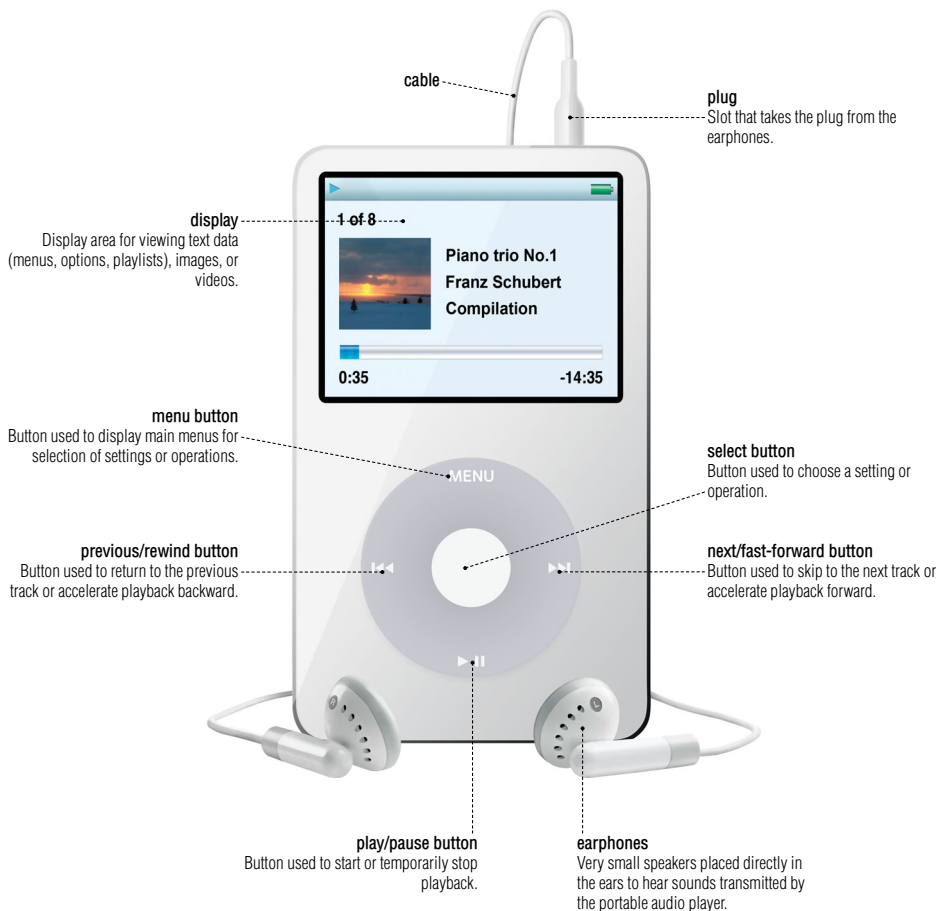


**earphones**

Small speakers placed directly over the ears to listen to sounds from the player.

**portable digital audio player**

Portable player for digital music files.

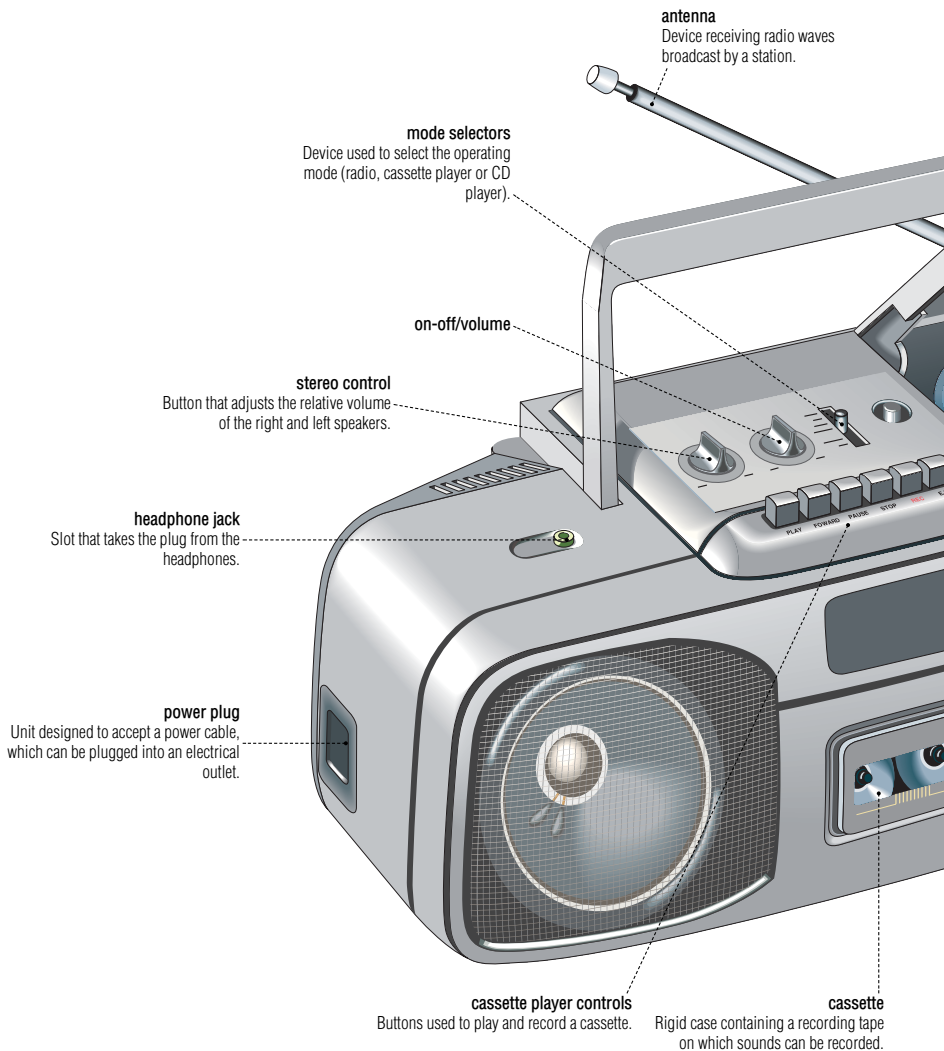


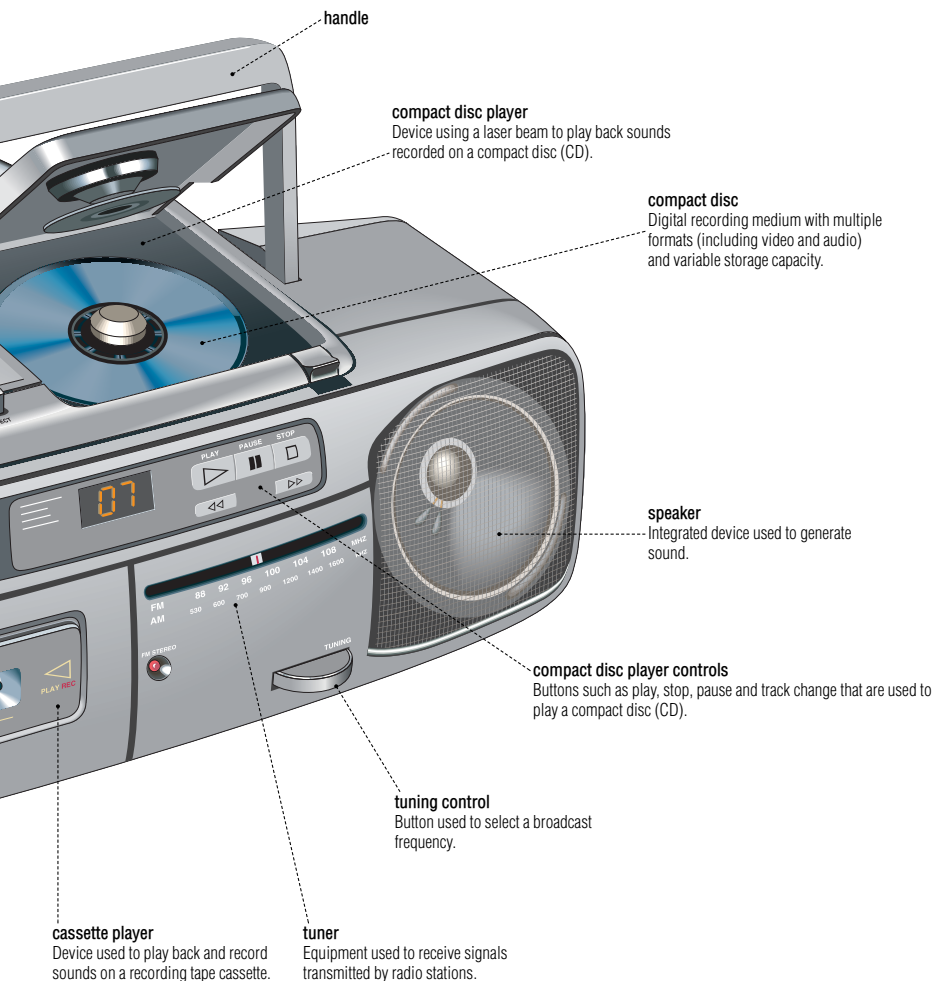


## portable sound systems

**portable CD radio cassette recorder**

Equipment combining a radio, cassette player, CD player and speakers in the same case.





## portable sound systems

**satellite radio receiver**

Device that receives signals from radio stations broadcast to a large territory via satellite.

**number buttons**

Numbered buttons used to enter a station number directly or to recall a station kept in memory.

**liquid crystal display**

Screen that displays alphanumeric data using light reflected on liquid crystals.

**memory button**

Button used to record information related to the current program (artist name, track title, etc.).

**menu button**

Button used to access the device's different options.

**display button**

Button used to select the items displayed on the screen (artist name, track title, duration, etc.).

**tuning control**

Wheel control used to choose a station or scroll through menus displayed on the screen.

**category buttons**

Buttons used to navigate between different thematic groups of stations (rock, jazz, classical, sports, for example).

**preset button**

Button used to keep a station in memory.

## wireless communication

Transmission of voice or alphanumeric messages by radio waves; it uses small devices that are equipped with a transmitting or receiving antenna.

**walkie-talkie**

Portable two-way radio used to relay the human voice over short distances.



## wireless communication

**numeric pager**

Portable device that receives digital messages (usually the telephone number of the caller).



**CB radio**

Two-way radio often installed in a vehicle; it transmits the human voice over reserved frequencies on a public band.

**push-to-talk switch**

When this button is pressed, voice messages can be sent from one CB unit to another; when it is released, messages can be received.

**microphone**

Device that converts electric pulses into broadcast or recorded sounds.

**cord****display**

Liquid crystal display that shows the channel in use.

**microphone jack**

Unit designed to accept a microphone cord plug.

**channel selector**

Button that selects a frequency channel for sending or receiving voice messages.



## communication by telephone

Transmission of data, voice, audio or video messages between parties linked by a telephone network.

### portable cellular telephone

Small telephone that transmits voice or text messages via radio waves.





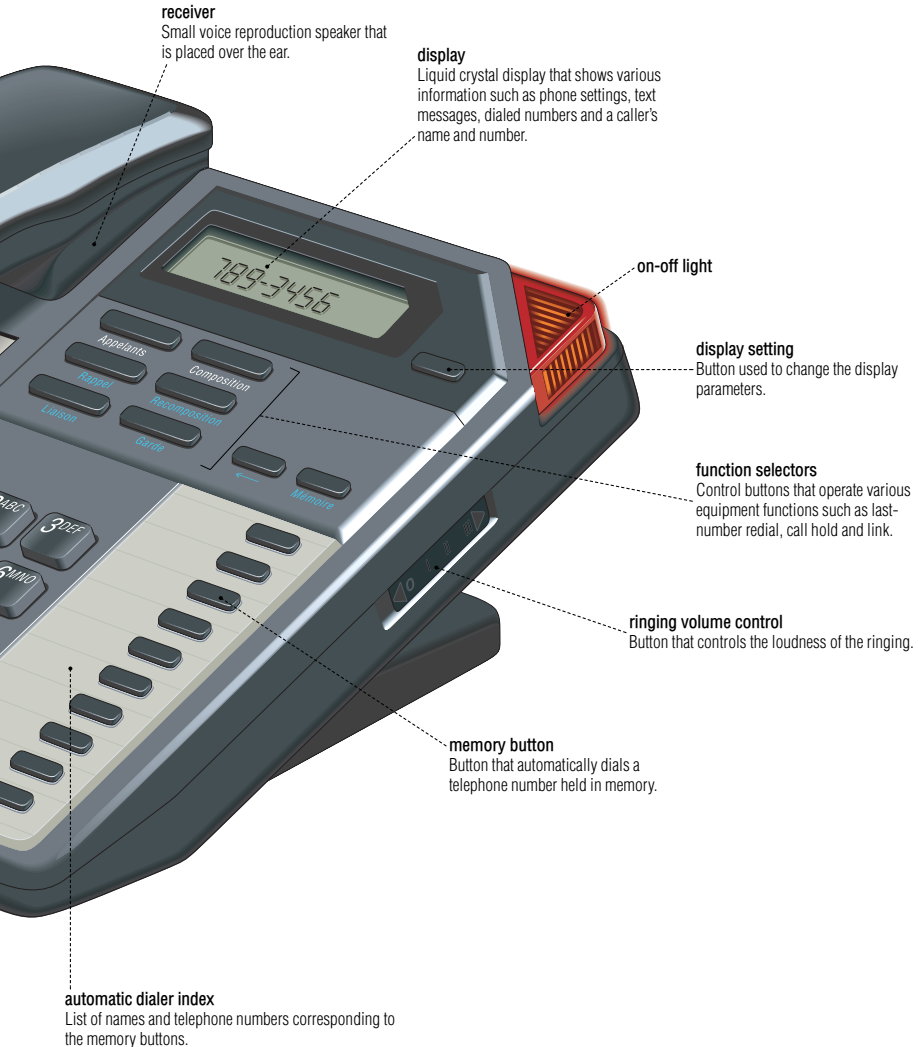


## communication by telephone

**telephone set**

Device allowing the human voice to be transmitted over a distance by means of a network of telephone lines.





**pay phone**

Telephone located in public places; it functions when coins or payment cards are inserted into the phone box.



### push-button telephone

Device with alphanumeric keys to dial a number or access functions; it has gradually replaced the dial phone.



### connected PDA

Device integrating the communication functions of a portable cell phone and the management functions of a personal digital assistant.

**display**  
Liquid crystal display screen on which graphics or text data are displayed.

**function keys**  
Keys used to execute operations (making a phone call, sending an e-mail) or access applications (notepad, address book, agenda).

**keypad**  
Group of keys corresponding to letters, numbers, or symbols, used to generate characters or execute functions.



### cordless telephone

Device featuring a handset with an antenna that is linked by radio waves to a base.



### call director telephone

Device that redirects calls within an organization's internal telephone network.

## communication by telephone

**digital answering machine**

Device plugged into a phone jack that answers calls with a prerecorded voice message, then records messages left by callers.

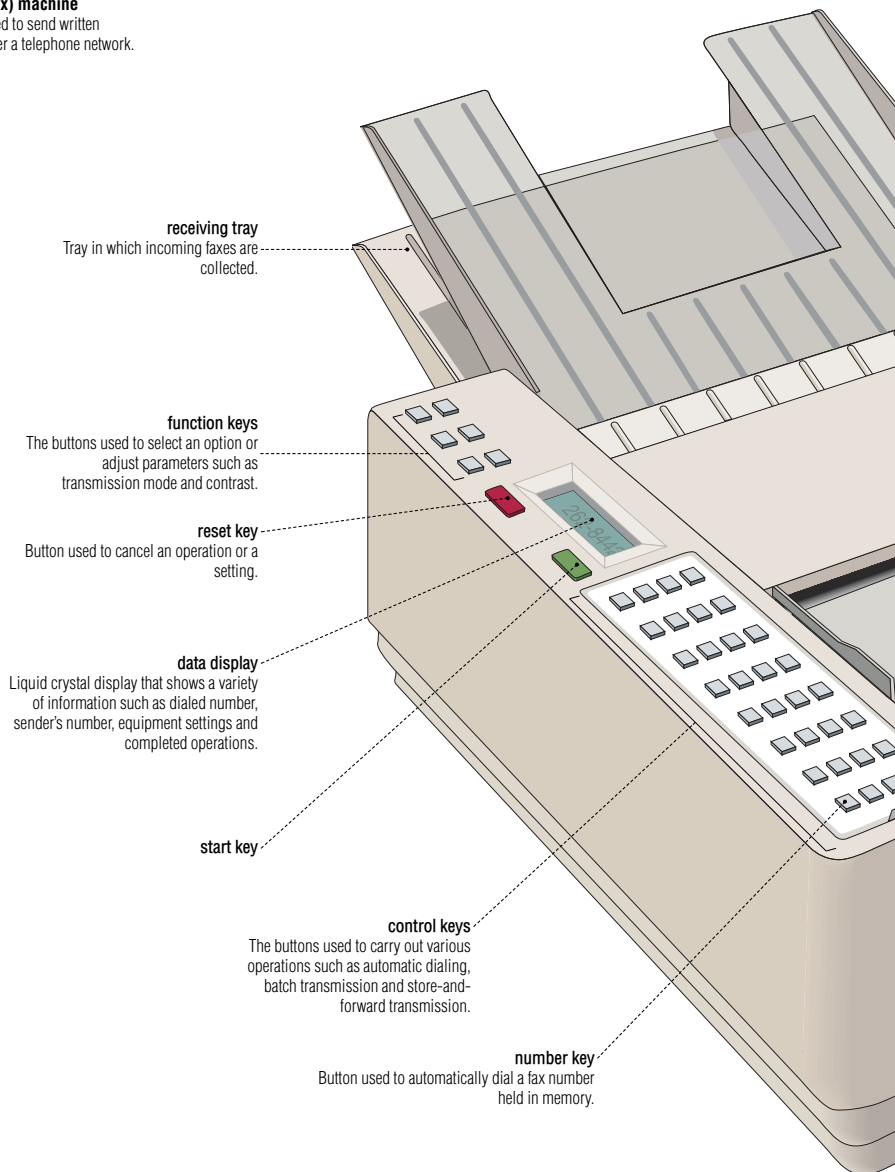


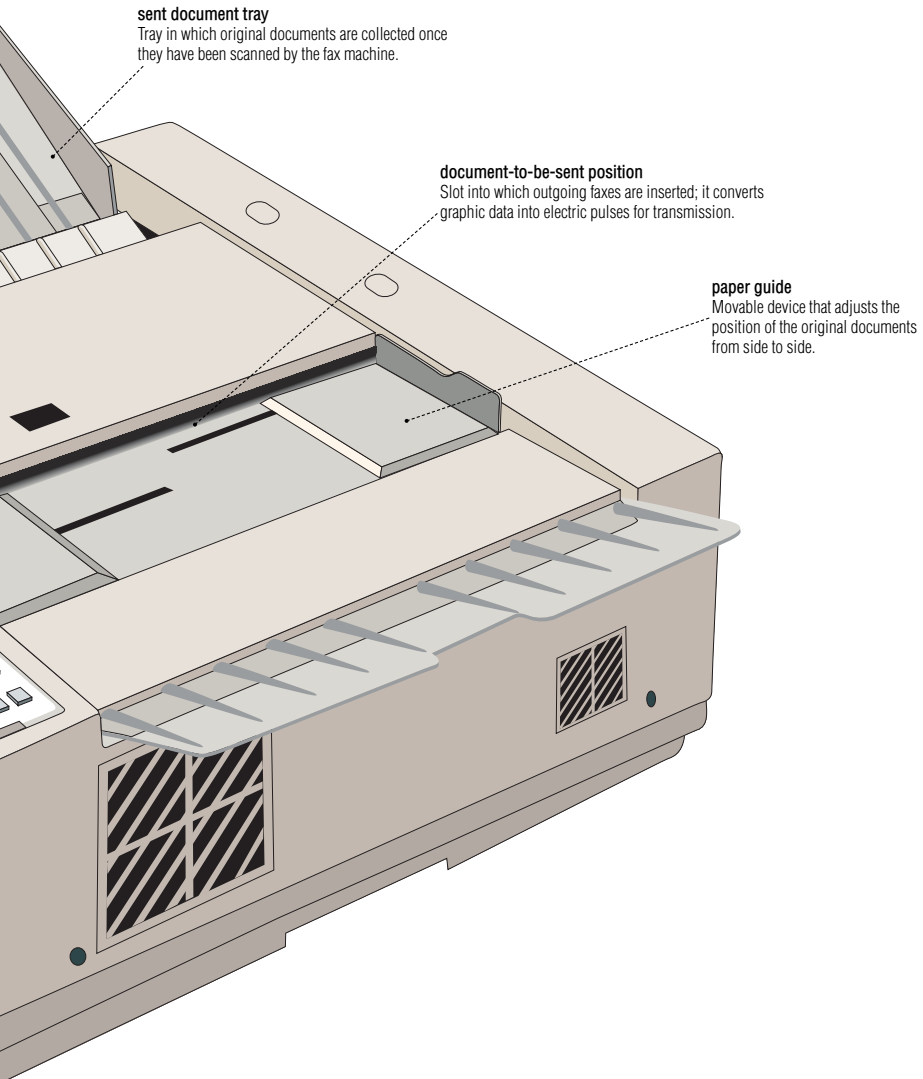


## communication by telephone

**facsimile (fax) machine**

Equipment used to send written documents over a telephone network.

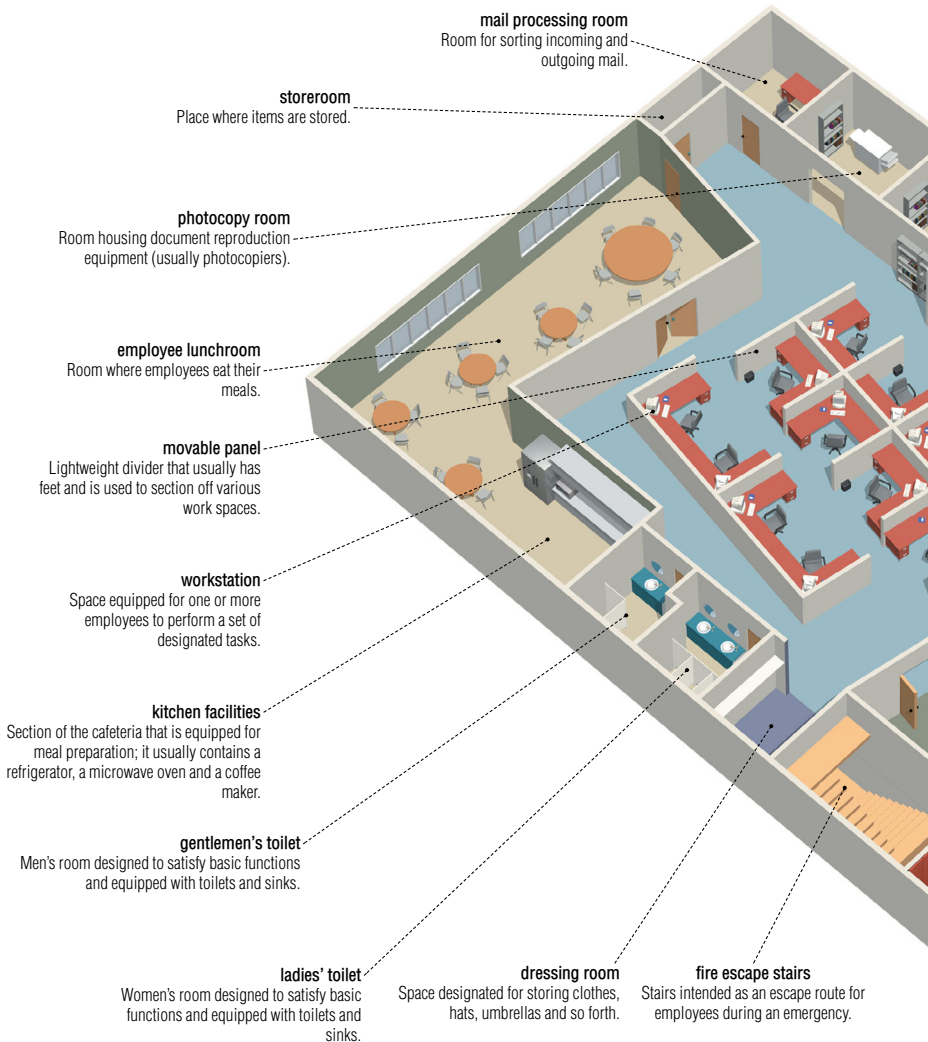


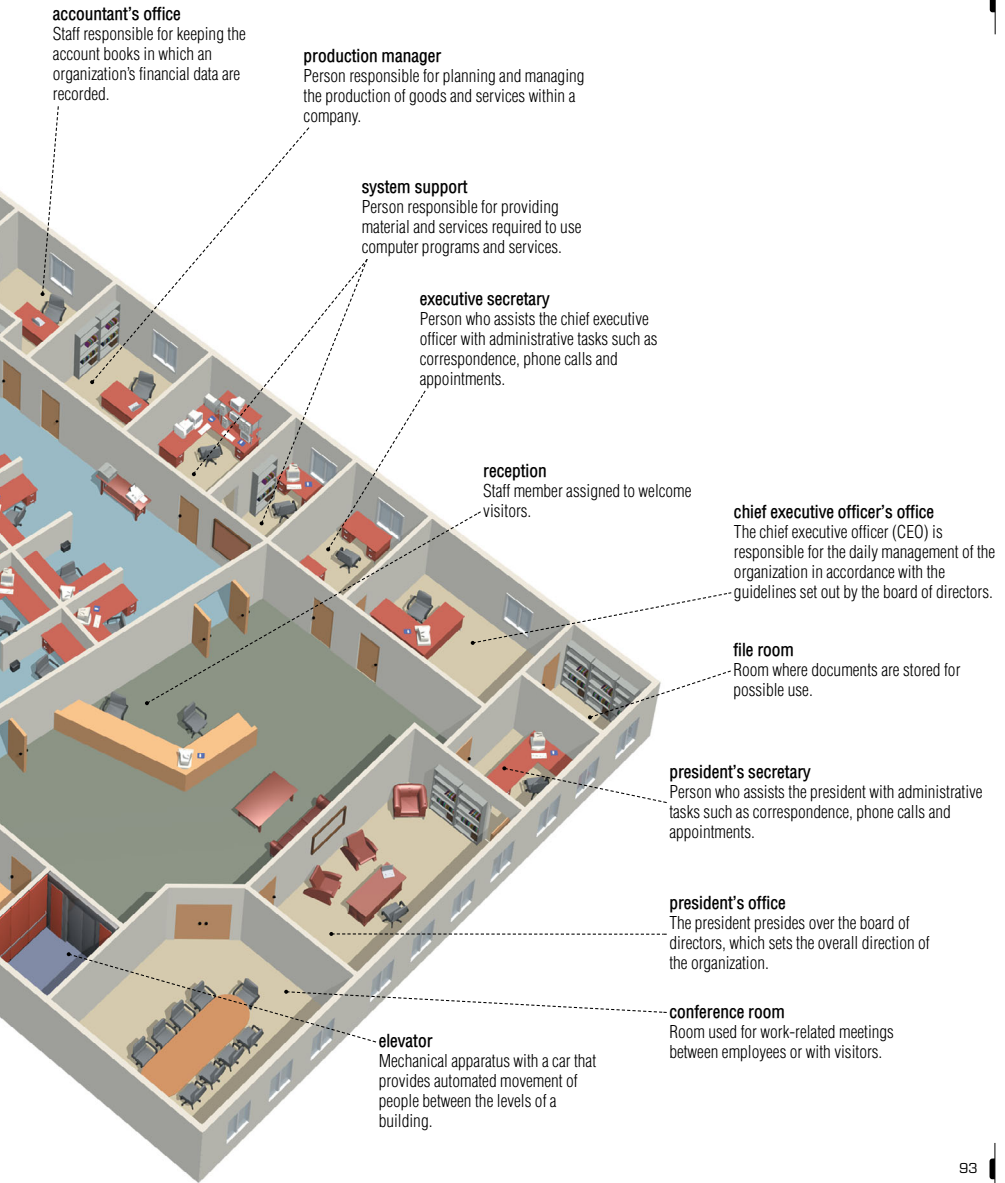




## office

Place where an organization's employees work; it can house administrative, management or production staff, depending on the company.





## office furniture

All the furniture in an office; it is intended mainly for filing, storage and carrying out work tasks.

### storage furniture

Furniture serving to archive, support or protect various objects.



#### display cabinet

Cabinet with usually folding, slanted shelves; it is used to display and stack books, magazines and brochures.



#### stationery cabinet

Large two-door cabinet with shelves; it is used to store office supplies and items used daily.



#### credenza

Long low office furniture with drawers or compartments to store various objects.

**locker**

Large two-door cabinet fitted with a bar to hang clothing and a shelf to stack various items.

**movable panel**

Lightweight divider that usually has feet and is used to section off various work spaces.

**coat rack**

Structure on legs or casters that is fitted with a rod to hang clothing.

**coat tree**

Small pole on legs that has hooks to hang such items as clothing, hats and umbrellas.

**coat hook**

Hook or set of hooks attached to a wall and used to hang such items as clothing, hats and umbrellas.

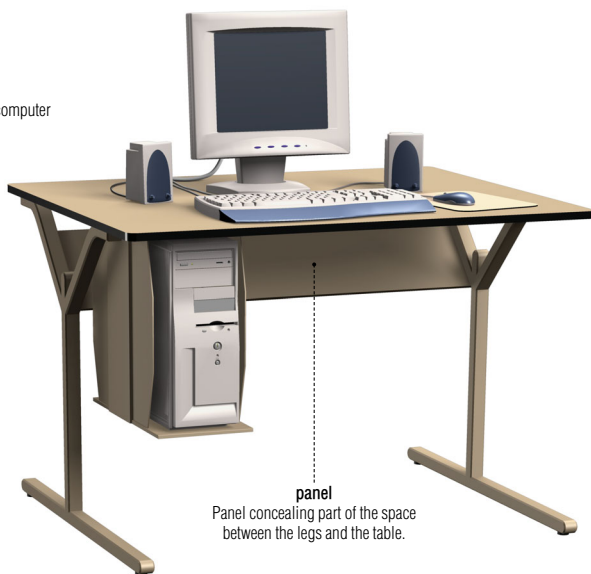
## office furniture

**work furniture**

Furniture designed to facilitate office work, from writing to working at a computer or typewriter.

**computer table**

Table designed to hold a computer monitor and keyboard.

**panel**

Panel concealing part of the space between the legs and the table.

**desk mat**

Accessory on which paper is placed for writing; it protects the desktop.

**printer table**

Table designed to hold a printer and its accessories.

**shelf**

Horizontal space on which various accessories can be stored (extra paper, for example).

**swivel-tilter armchair**

Armchair designed to swivel horizontally around an axis and to tilt forward and back.

**typist's chair**

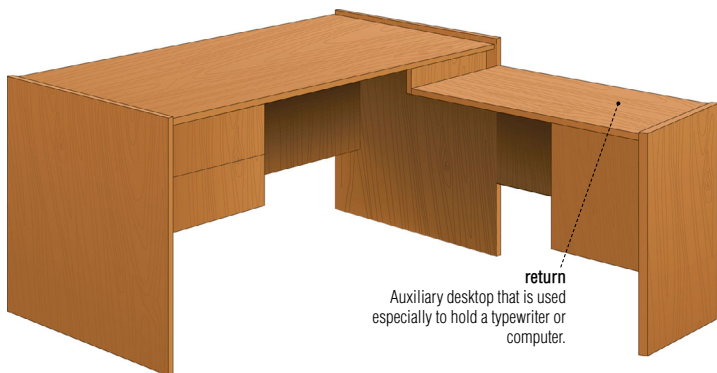
Padded chair on casters; the back can be tilted and adjusted for height.

**executive desk**

Desk with a large desktop work space and two built-in file drawers.

**secretarial desk**

Desk with two desktops meeting at right angles and one or two built-in file drawers.

**return**

Auxiliary desktop that is used especially to hold a typewriter or computer.

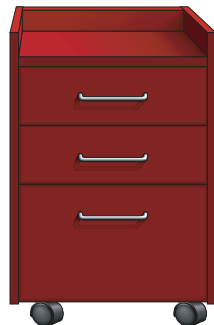
## office furniture

**filing furniture**

Piece of furniture used to file documents by category or in a given order.

**mobile filing unit**

Small piece of furniture on casters; it is used to hold hanging files.

**mobile drawer unit**

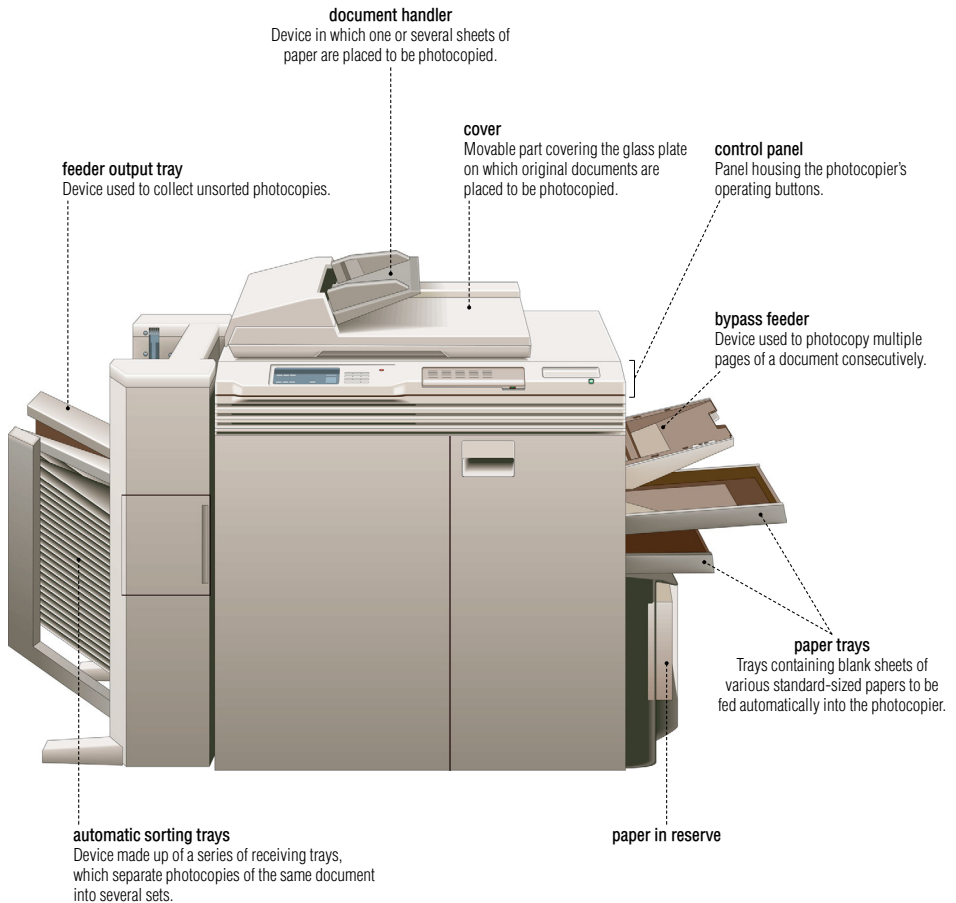
Small piece of furniture on casters or legs; it contains drawers and is usually placed under a desk or table.

**lateral filing cabinet**

Compartmentalized piece of furniture with flipper doors; it is used to hold hanging files.

**photocopier**

Equipment fitted with a photographic device, which reproduces written texts and images.





## personal computer

Compact data processor consisting of a central processing unit that is connected to a monitor, a keyboard and various other peripherals.

### tower case: front view

Tower case: rectangular enclosure that is taller than it is wide; it houses the operating components and peripherals of a personal computer.

#### CD/DVD-ROM drive

Playback device using a laser beam to read the data recorded on a compact disc (CD) or digital versatile disc (DVD).

#### CD/DVD-ROM eject button

Button used to open the CD/DVD-ROM drive to retrieve the inserted disc.

#### bay filler panel

Standard-sized panel covering an unused compartment through which electronic hardware can be added.

#### reset button

Button used to reboot the computer in the event the system freezes.

#### power button

Button for turning the device on or off.

#### USB port

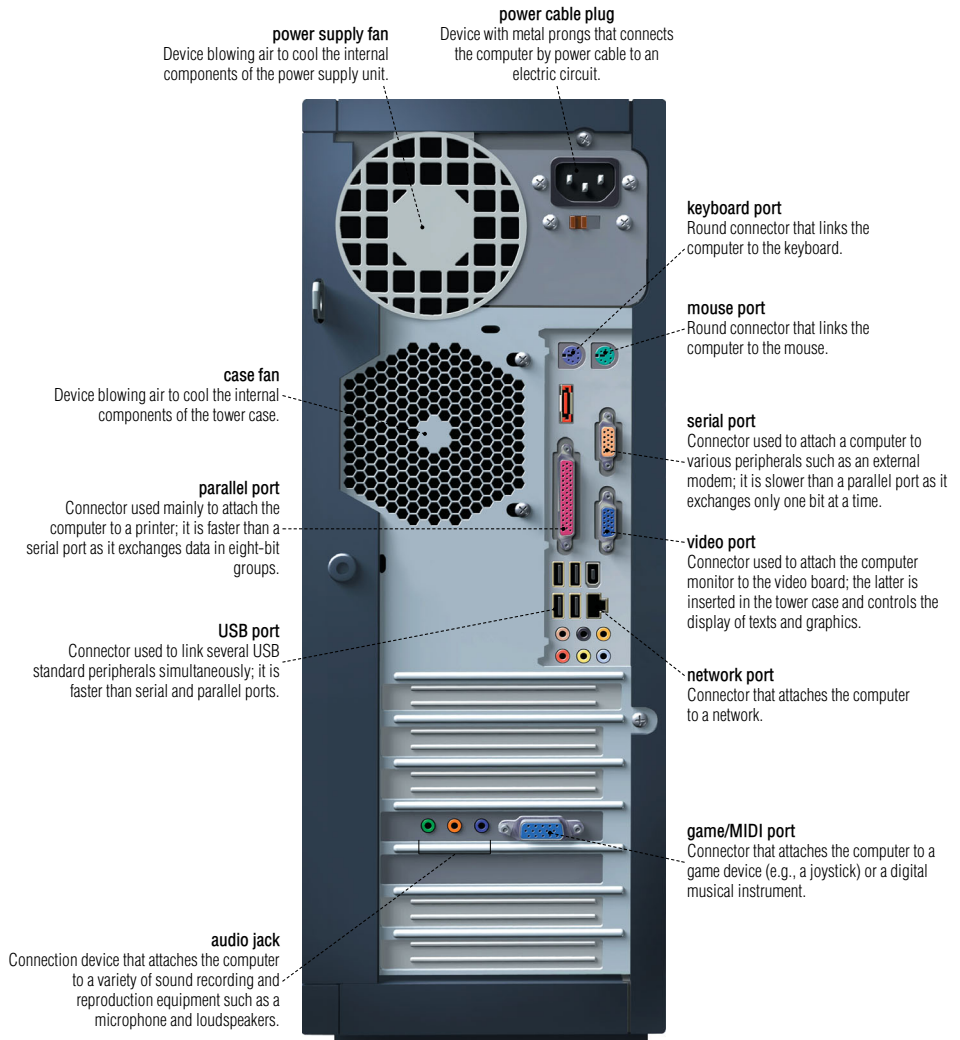
Connector used to link several USB standard peripherals simultaneously; it is faster than serial and parallel ports.

#### memory card reader

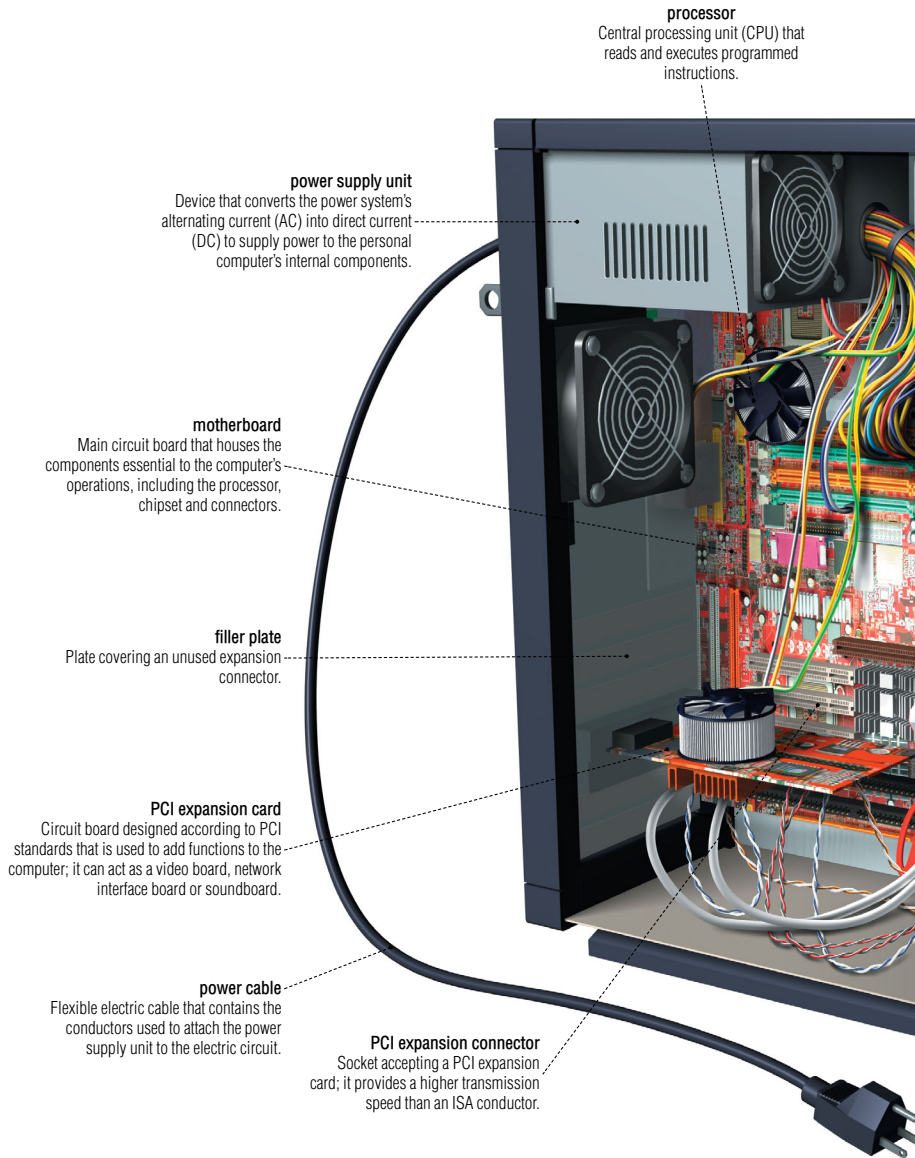
Device that reads and records data on a memory card.



## tower case: back view



## tower case: interior view



**CD/DVD-ROM drive**

Playback device using a laser beam to read the data recorded on a compact disc (CD) or digital versatile disc (DVD).

**battery**

Electric energy reserve used to power computer functions, which are still active when the computer is turned off.

**random access memory (RAM) module**

Module containing RAM chips, which temporarily store programs and data while they are being used or processed.

**chipset**

The integrated circuits (chips) welded to the motherboard, which coordinates the exchange of data between the computer's various components.

**AGP expansion connector**

Socket accepting a video board designed according to AGP standards; it is extremely fast and provides high-quality 3-D displays.

**secondary hard disk drive**

Device used to play and record data on a secondary hard disk that complements the primary hard disk.

**primary hard disk drive**

Device that reads and records data on the primary hard disk; it is the main storage medium for programs and data.

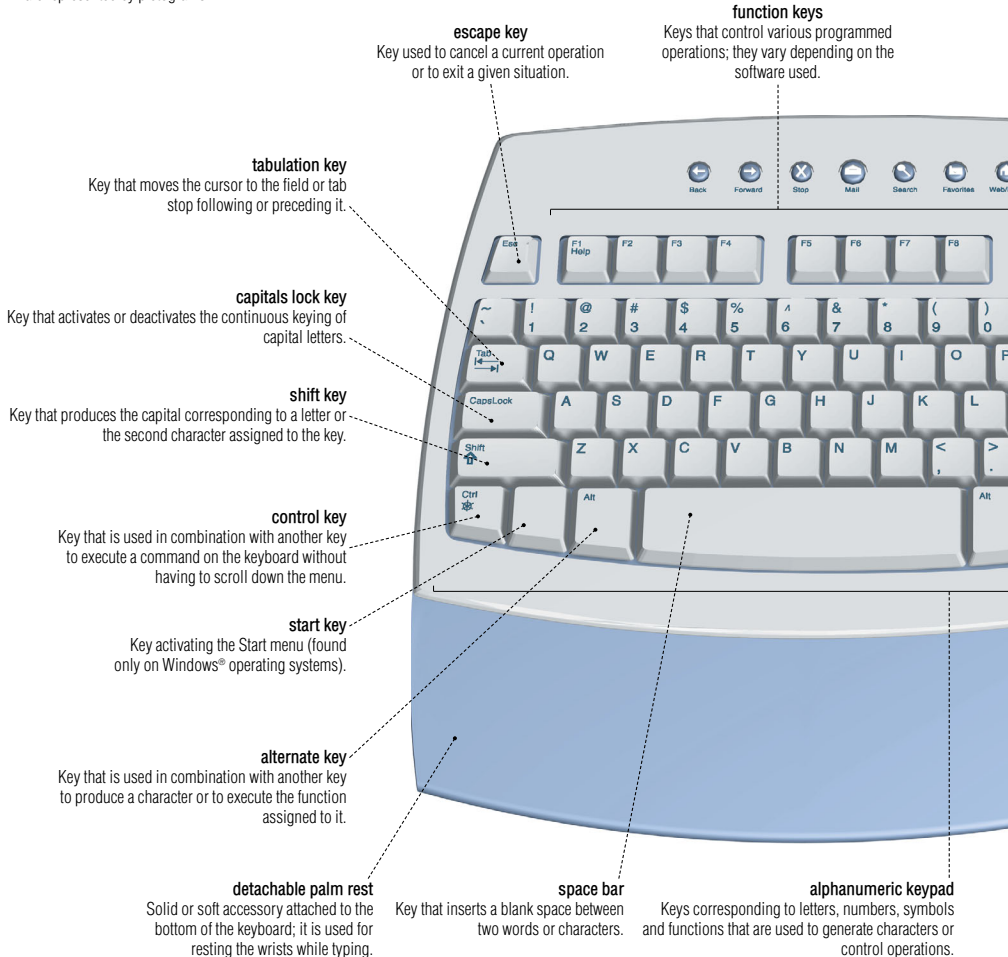


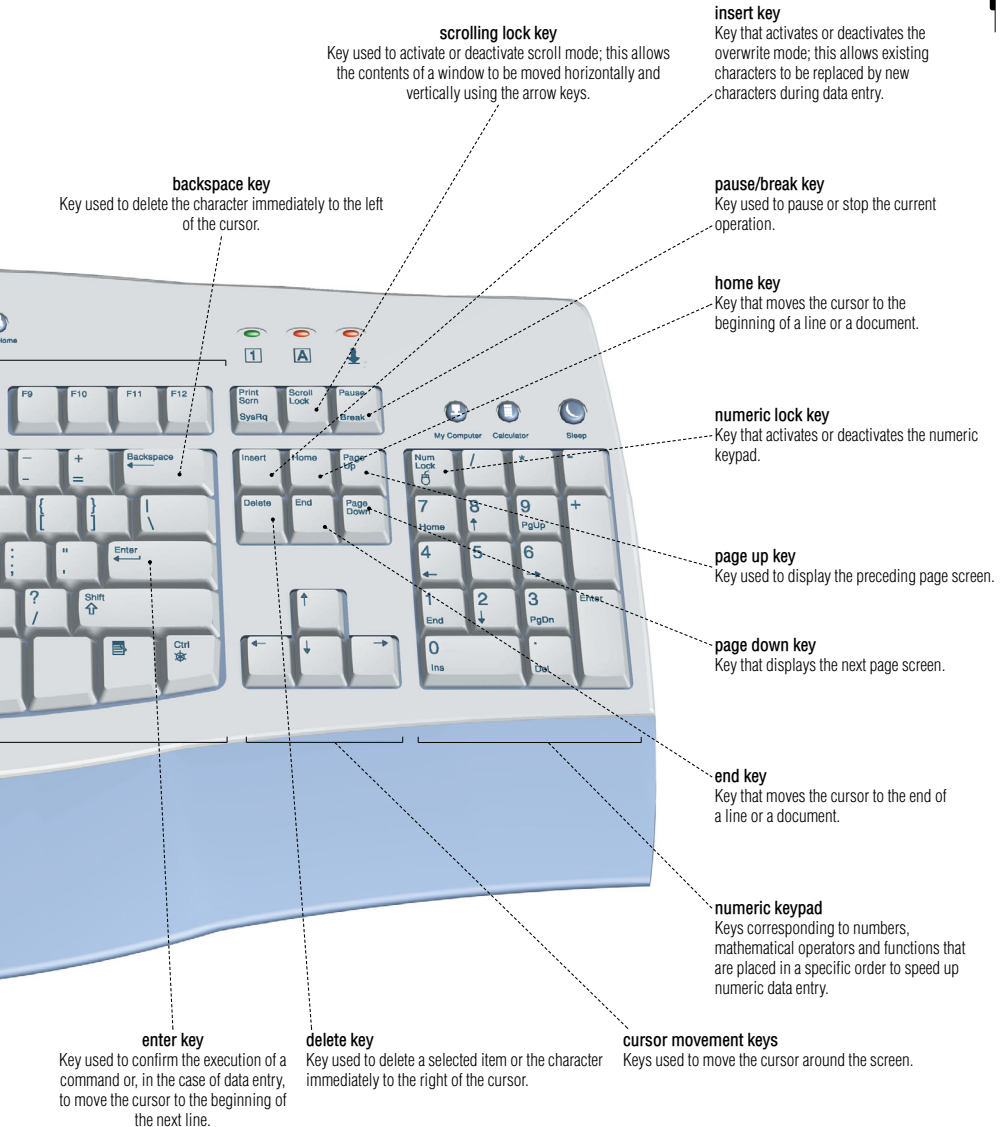
# input devices

Electronic devices used to transmit data and commands to a computer.

## keyboard and pictograms

The keyboard contains a group of keys that correspond to characters and functions; the latter are represented by pictograms.





**nonbreaking space**

Insertion of a space to keep two characters or a series of consecutive characters together on the same line.

**space**

Insertion of a blank space between two words or characters.

**cursor left**

Movement of the cursor one space to the left.

**cursor up**

Movement of the cursor one space up.

**cursor right**

Movement of the cursor one space to the right.

**cursor down**

Movement of the cursor one space down.

**return**

Movement of the cursor to the beginning of the next line; the return key also has a validation function (to confirm the execution of a command).

**insert**

Activation or deactivation of the overwrite mode; this allows existing characters to be replaced by new characters during data entry.

**page up**

Display of the preceding page screen.

**home**

Movement of the cursor to the beginning of a line or document.

**print screen**

Printing of a copy of the data displayed on the screen.

**page down**

Display of the next page screen.

**end**

Movement of the cursor to the end of a line or document.

**delete**

Deletion of a selected object or character immediately to the right of the cursor.



**tabulation right**

Movement of the cursor to the field or tab stop following it.

**control: group select**

Symbol assigned to the control key that allows a command to be executed on the keyboard without having to scroll down the menu.

**alternate**

Other symbol assigned to the alternate key.

**tabulation left**

Movement of the cursor to the field or tab stop preceding it.

**shift: level 2 select**

To generate a second character or second function assigned to a key, the user depresses the shift key followed by the desired character or function key.

**alternate: level 3 select**

To generate a third character or a third function assigned to a key, the user depresses the alternate key followed by the desired character or function key.

**capitals lock**

Activation or deactivation of the continuous keying of capital letters.

**numeric lock**

Activation or deactivation of the numeric keypad.

**pause**

Momentary pause of the current operation.

**break**

Halting of the current operation.

**scrolling**

Activation or deactivation of the scroll mode; this allows the contents of a window to be moved horizontally and vertically using the arrow keys.

**control**

Other symbol assigned to the control key.

**escape**

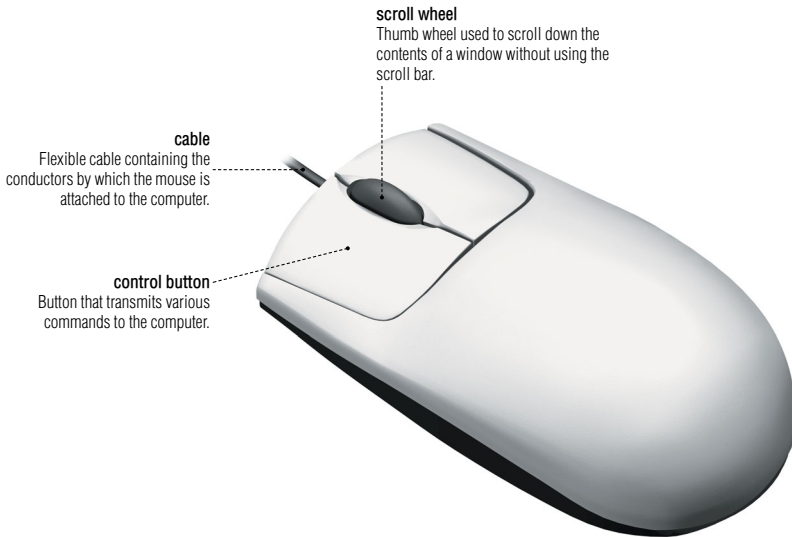
Cancellation of a current operation or exit from a given situation.

**backspace**

Other symbol assigned to the backspace key; it deletes the character immediately to the left of the cursor.

**wheel mouse**

Mechanical or optical mouse that contains a scroll wheel.

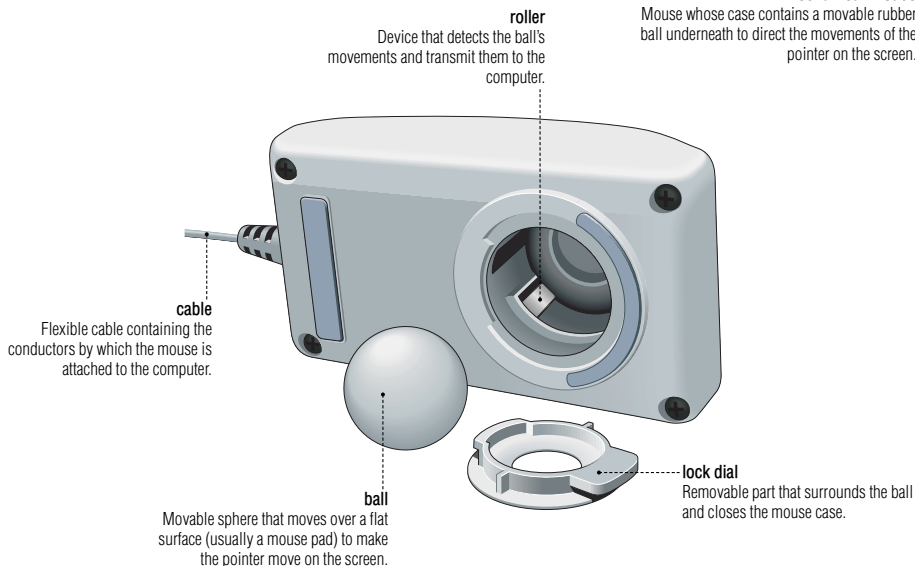
**cordless mouse**

Mechanical or optical mouse connected to the computer by infrared or radio signals.

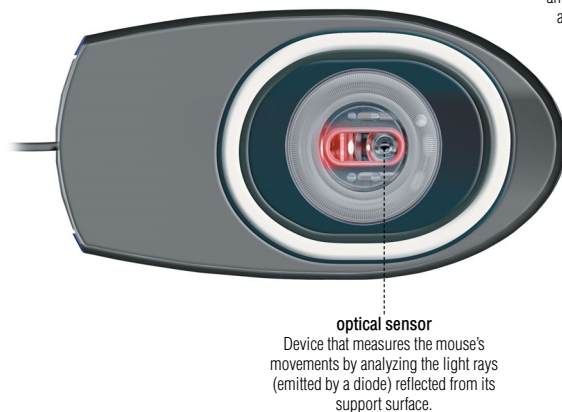


**mechanical mouse**

Mouse whose case contains a movable rubber ball underneath to direct the movements of the pointer on the screen.

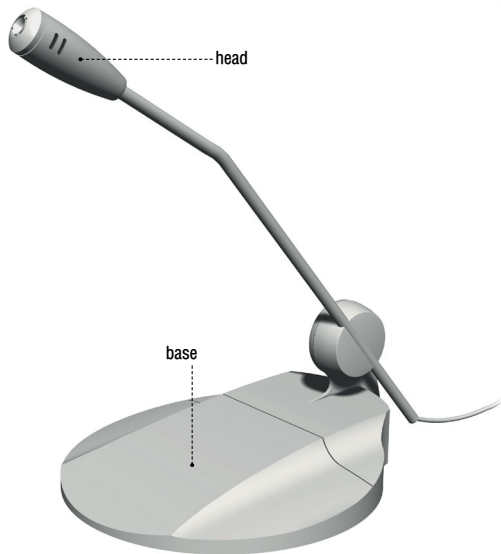
**optical mouse**

Mouse in which the ball is replaced by an optical system (light-emitting diode and sensor); it has no movable parts.



**microphone**

Device that converts electric pulses into broadcast or recorded sounds.

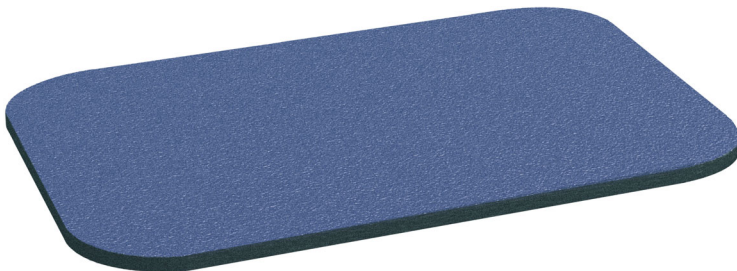
**trackball**

Device with a movable sphere on the upper part of its case; it directs the movements of the pointer on the screen.

**bar code reader**  
Device that uses an optical scanning process to decode information contained in bar codes.

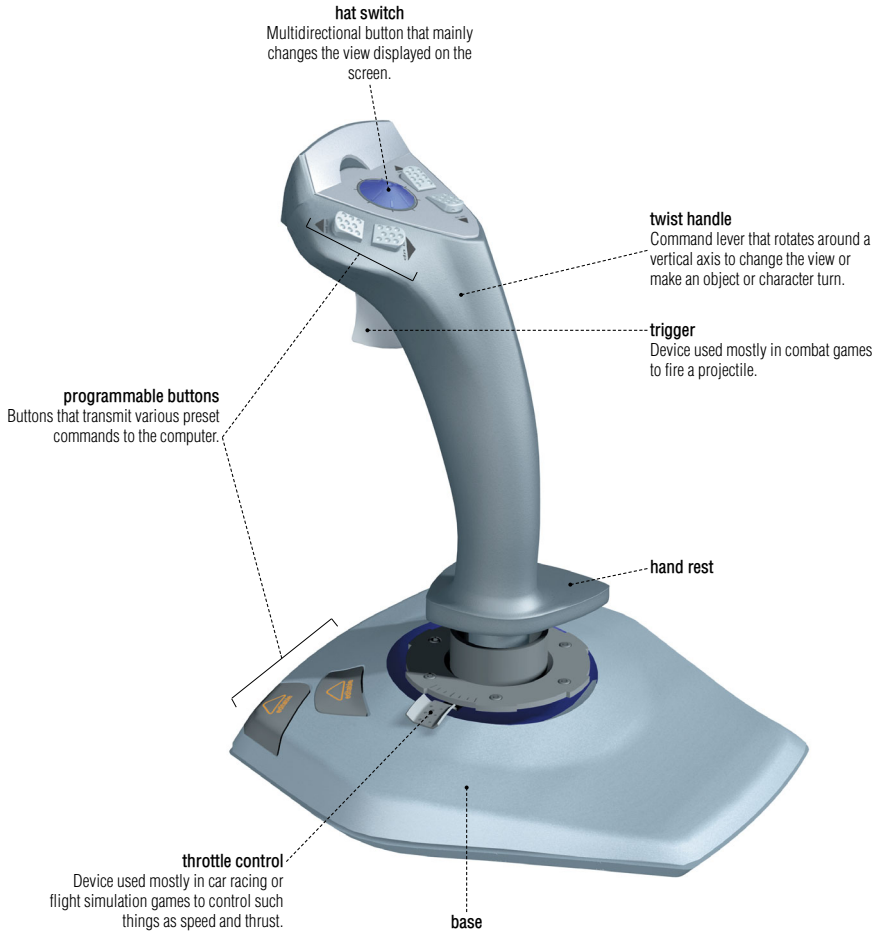
**mouse pad**

Smooth antiskid surface over which the mouse moves.



**joystick**

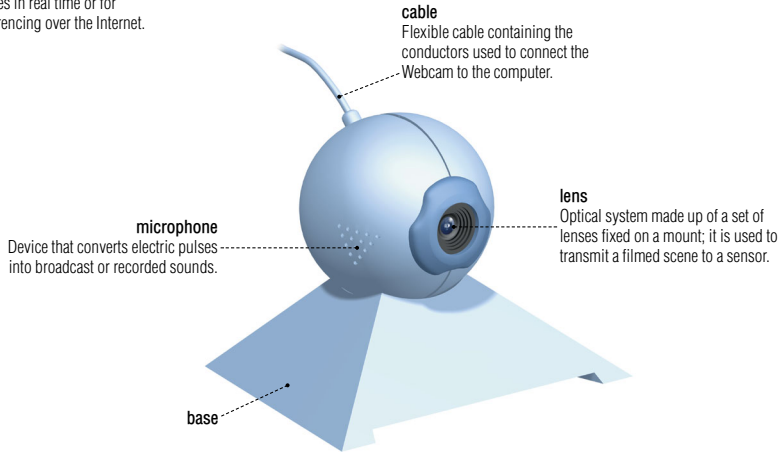
Device used in video games to direct the movements of an object or character and to transmit various commands.



## input devices

**Webcam**

Miniature digital camera used to transmit video images in real time or for videoconferencing over the Internet.

**digital camera**

Camera that contains a sensor and a microprocessor rather than film; it records and stores images in digital form, which can then be viewed on a screen.

**digital camcorder**

Portable video camera in which the recording tape is replaced by a processor, which records and stores sounds and images in digital format.



**CD-ROM player**

Equipment that uses a laser beam to read data recorded on a compact disc.

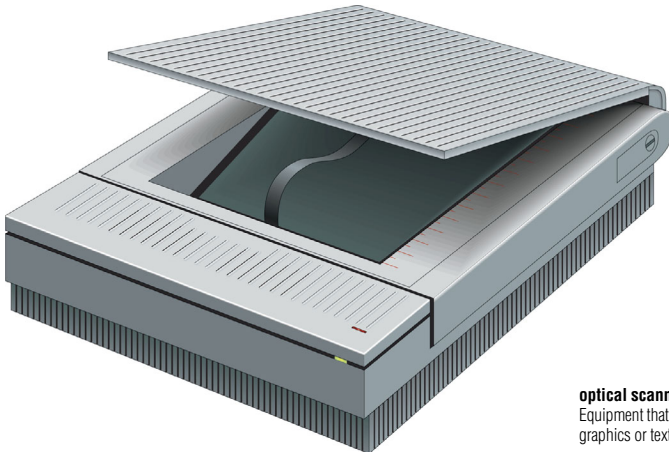
stylus holder

**digitizing pad**

Input device equipped with a touch screen on which one can write, draw or point using a stylus.

**stylus**

Pencil-like implement that is used to enter alphanumeric data, create and retouch images and select an option on a touch screen.

**optical scanner**

Equipment that converts a document's graphics or texts into digital data.



## output devices

Electronic devices used to view or print the results of data processing done on a computer.

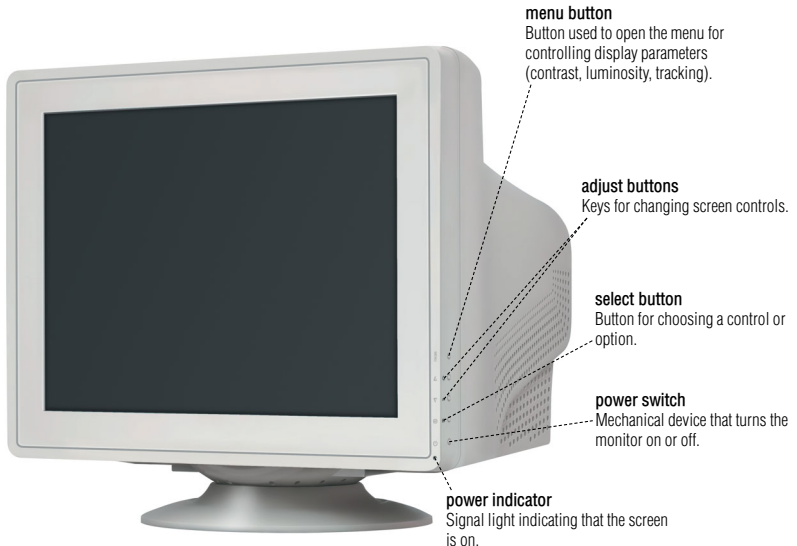
### flat screen monitor

Thin screen that usually has a liquid crystal display or plasma display surface.



### video monitor

Device with a cathode ray surface that displays computer-generated graphics and texts visually.



#### menu button

Button used to open the menu for controlling display parameters (contrast, luminosity, tracking).

#### adjust buttons

Keys for changing screen controls.

#### select button

Button for choosing a control or option.

#### power switch

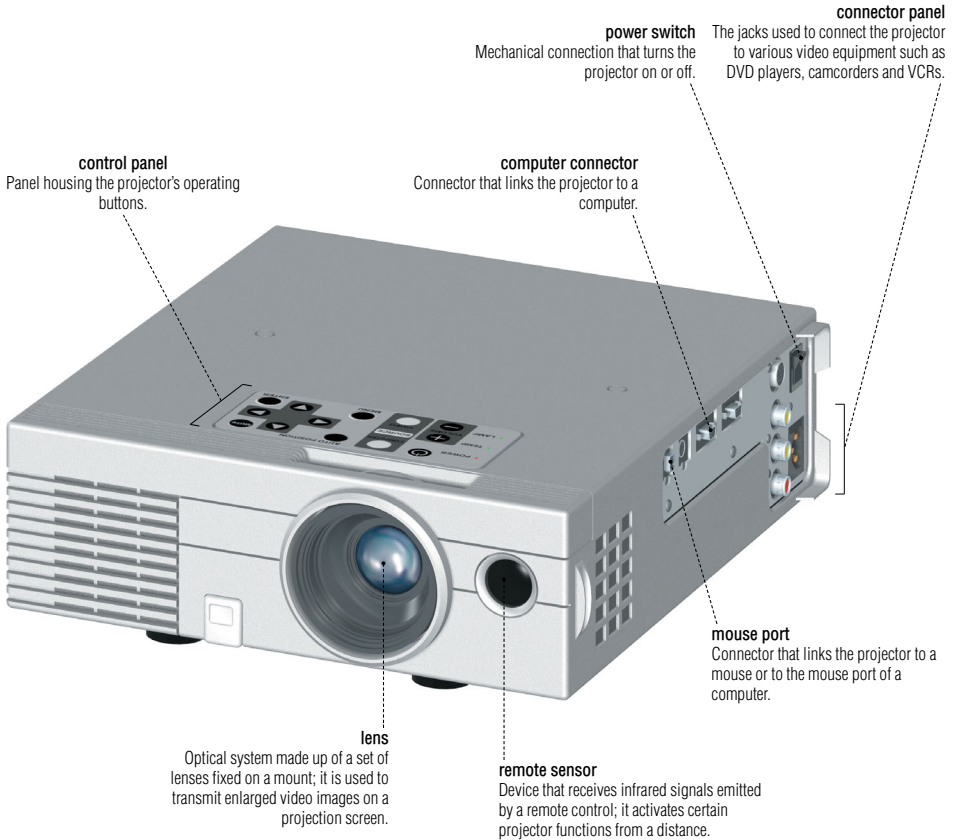
Mechanical device that turns the monitor on or off.

#### power indicator

Signal light indicating that the screen is on.

**projector**

Device that projects electronic images on a screen from sources such as computers, DVD players, camcorders and VCRs.



## output devices

**inkjet printer**

Printer with a movable printhead that sprays tiny droplets of ink onto paper to produce characters or images.



**toner cartridge**

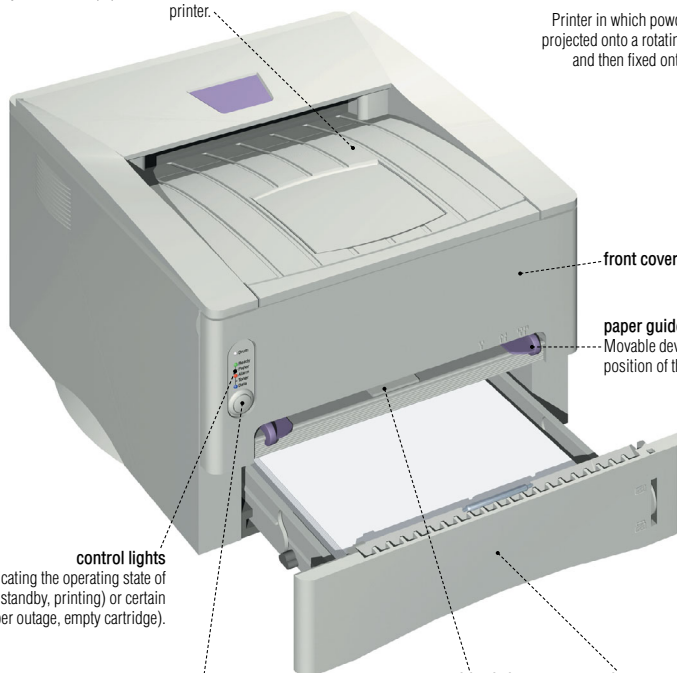
Removable container filled with fine particles of dry ink; it is designed for a laser printer.

**output tray**

Tray that collects paper as it exits the printer.

**laser printer**

Printer in which powdered ink in a cartridge is projected onto a rotating cylinder by laser beam and then fixed onto the paper using heated rollers.

**front cover****paper guide**

Movable device used to adjust the position of the paper sideways.

**control lights**

Signal lights indicating the operating state of the printer (standby, printing) or certain problems (paper outage, empty cartridge).

**reset button**

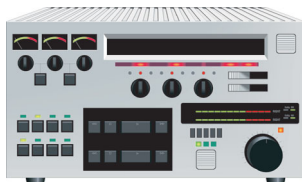
Button used to restart a suspended print job.

**manual feed slot**

Device used to load paper manually, one sheet at a time; it is used mainly for special or odd-sized paper.

**input tray**

Small drawer that contains blank sheets of standard-sized sheets of paper to be fed one at a time during printing.

**desktop video unit**

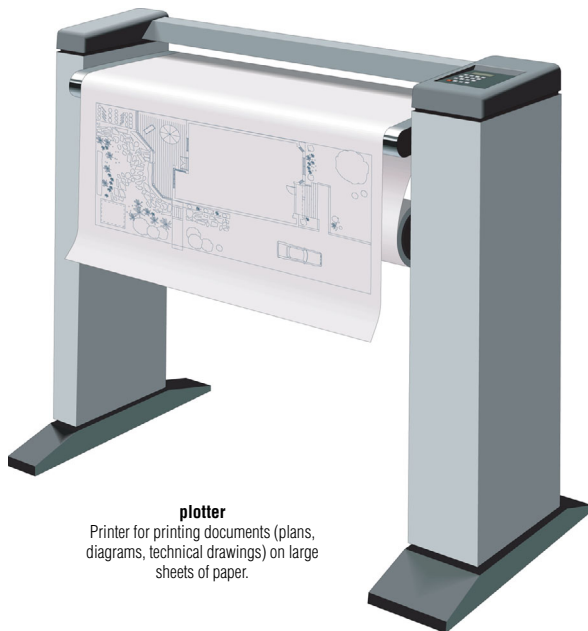
Device used to produce video documents on a computer.

**dot matrix printer**

Printer with a movable printhead, which is made up of a set of small pins that strike an ink ribbon to print.

**film recorder**

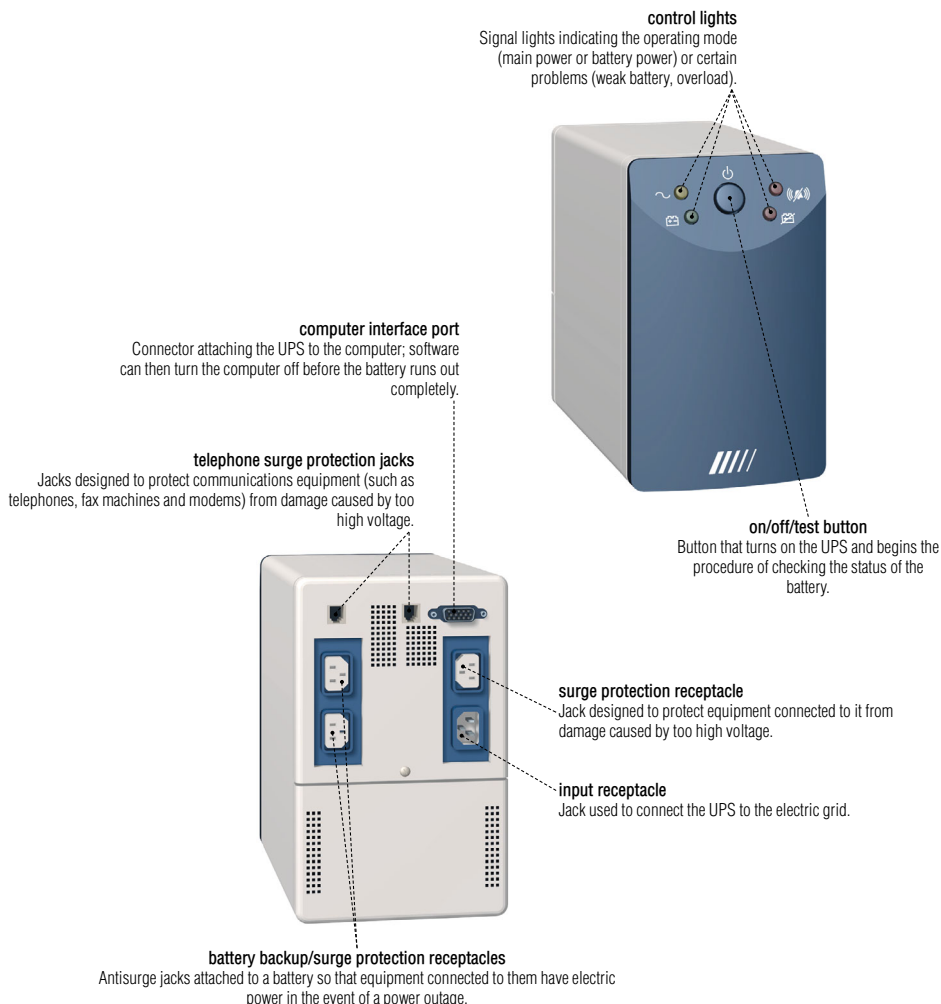
Device used to transfer images displayed on a computer screen to film.

**plotter**

Printer for printing documents (plans, diagrams, technical drawings) on large sheets of paper.

## uninterruptible power supply (UPS)

Device used to regulate the power supply to the computer and its peripherals by limiting the effects of cuts, surges or dips in the electric circuit voltage.

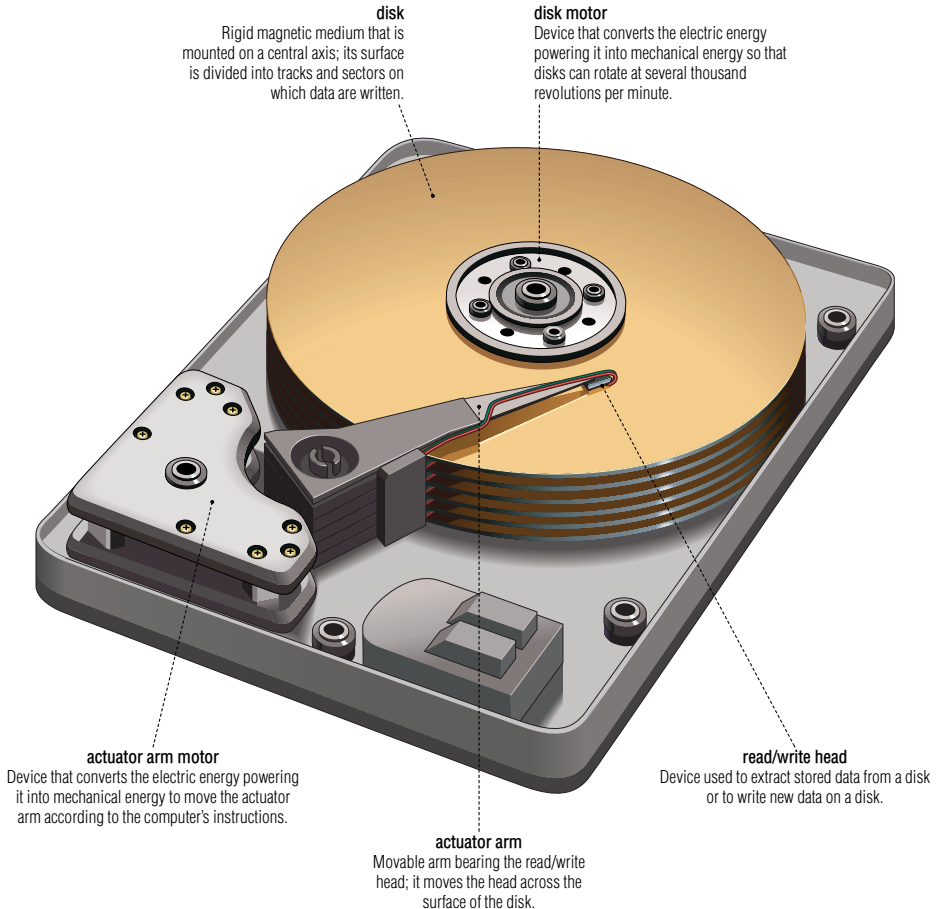


## data storage devices

Electronic devices used to record or save data on a magnetic or optical medium.

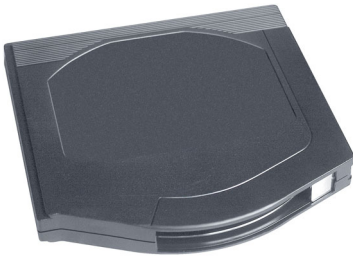
### hard disk drive

Device integrated into the computer that reads and writes data on the hard disk inside the case.



**memory card reader**

Independent device, linked to a computer via a cable or a USB connector, that reads and records data on a memory card.

**removable hard disk**

Case that contains a set of hard magnetic disks for insertion into a removable hard disk drive.

**removable hard disk drive**

Stand-alone device that is connected by cable to a computer; it is used to read and write data on a removable hard disk.

**disk eject button**

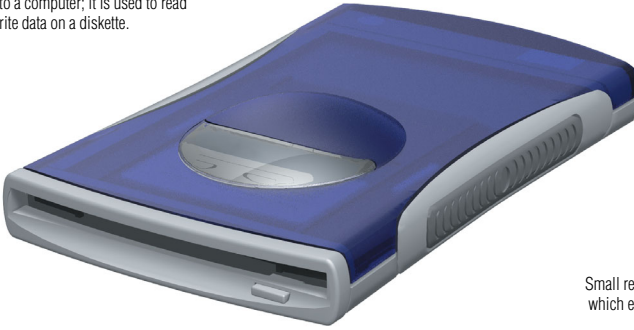
Button used to retrieve a removable hard disk inserted in the drive.



## data storage devices

**external floppy disk drive**

Stand-alone device that is linked by cable to a computer; it is used to read and write data on a diskette.

**USB key**

Small removable case containing a flash memory, which enables the user to transfer, transport, and store data.

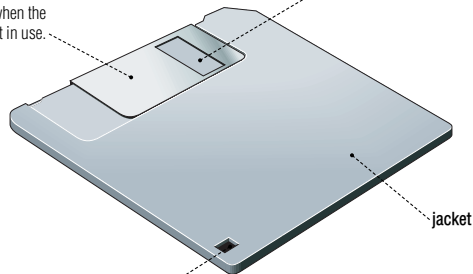
**USB connector**  
Connector that links the key to a computer's USB port.

**diskette**

Rigid case that contains a small flexible magnetic disk on which data can be written, erased and rewritten several times.

**shutter**  
Sliding part that covers the read slot when the diskette is not in use.

**access window**  
Opening in the case where a disk passes in front of the read/write head of a floppy disk drive.



**protect tab**  
Sliding part that covers the write protection notch; it protects the diskette against any accidental changes to its contents.

**cassette drive**

Device used to read and record data on a cassette recording tape.

**cassette**

Rigid case that contains a recording tape on which data can be recorded.

**disc tray**

Part in which a disc is inserted to be played back.

**rewritable DVD disc**

Digital recording medium on which data can be engraved and erased several times.

## communication devices

Electronic devices allowing computers to exchange data.



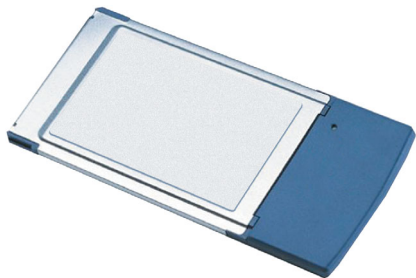
### **modem**

Device that converts digital signals into analog signals so that computers can communicate with each other over telephone lines.



### **network access point transceiver**

Device that links a computer network linked by cable and a computer fitted with a wireless network interface card.



### **wireless network interface card**

Expansion card with an integrated antenna; it links a computer to a network access point transceiver via radio waves.



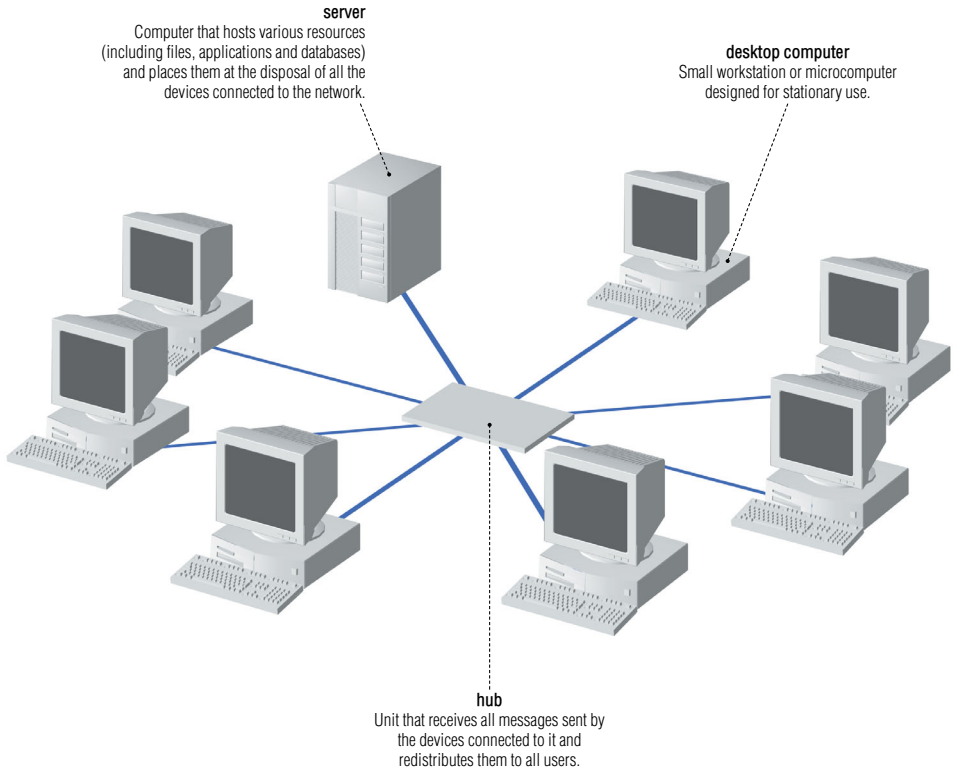
### **network interface card**

Expansion card that connects a computer to a computer network.

Networks are classified mainly by size (local area or wide area network) and topography (including ring, bus and star).

**star network**

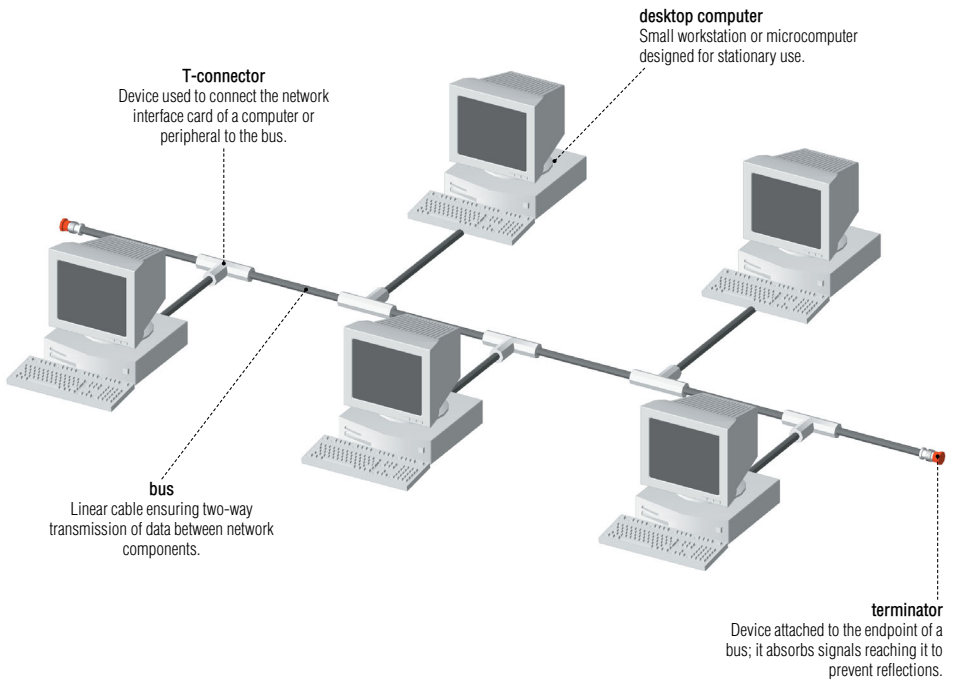
Network in which all devices are connected to a central unit (here, a hub) in the shape of a star.



## examples of networks

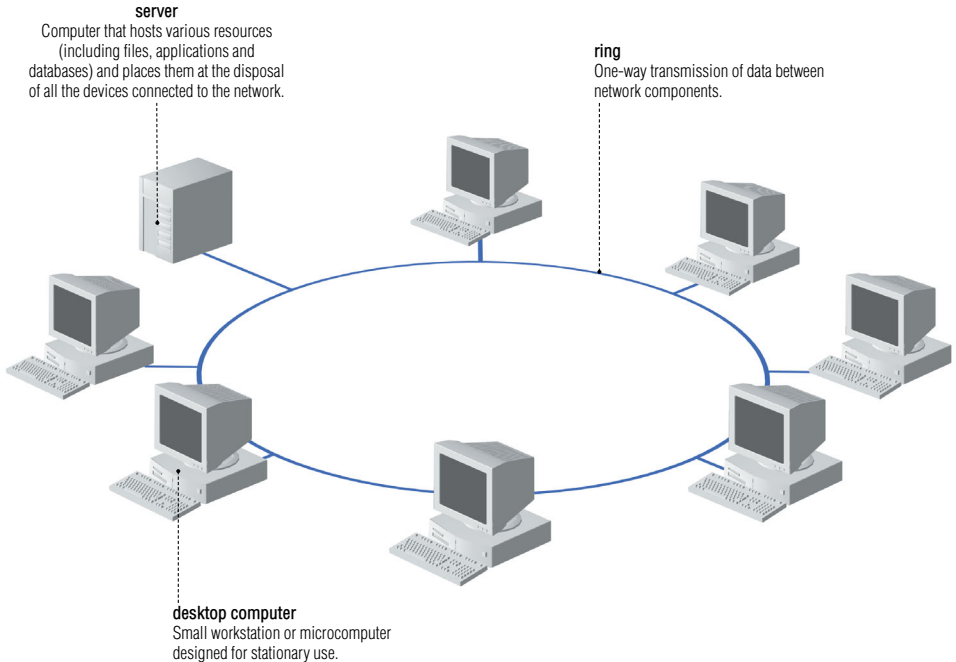
**bus network**

Network in which all devices are connected to a common bus; the same message is sent to all of them but only one receives and registers it.



**ring network**

Network in which all devices are connected to a ring; messages travel from one device to another in a set direction until they reach the intended receiver.

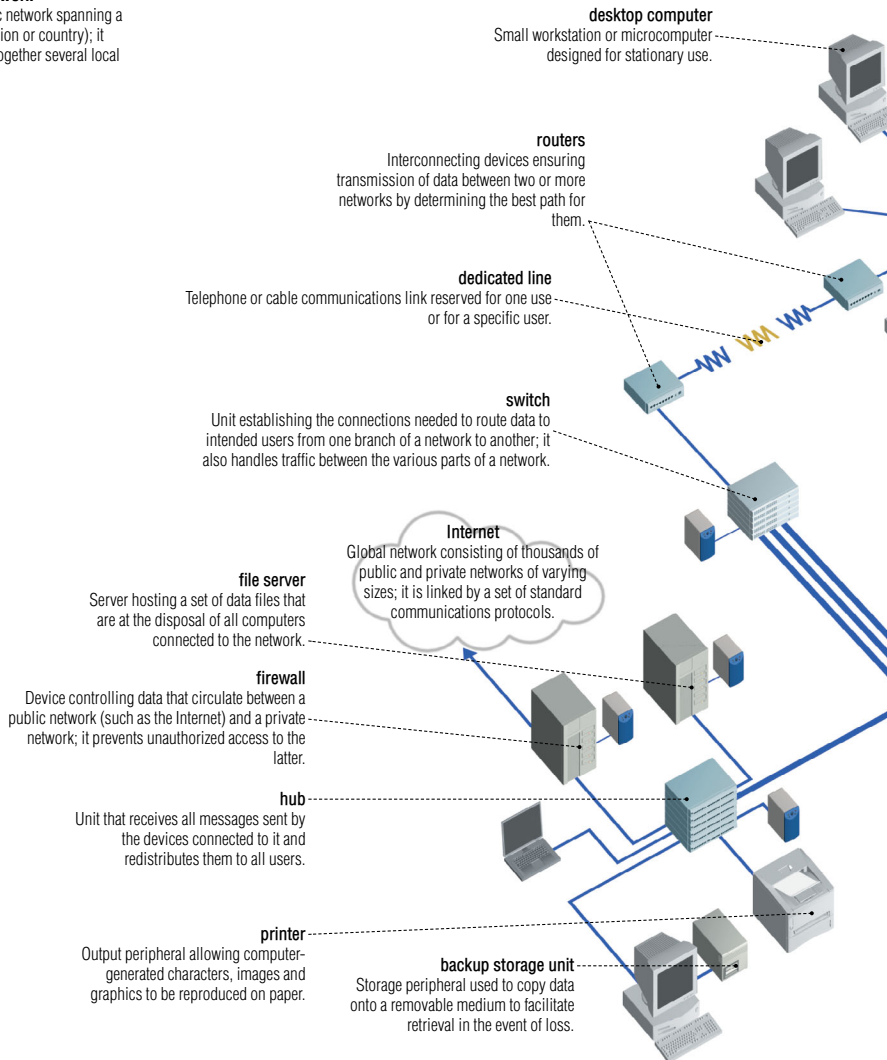


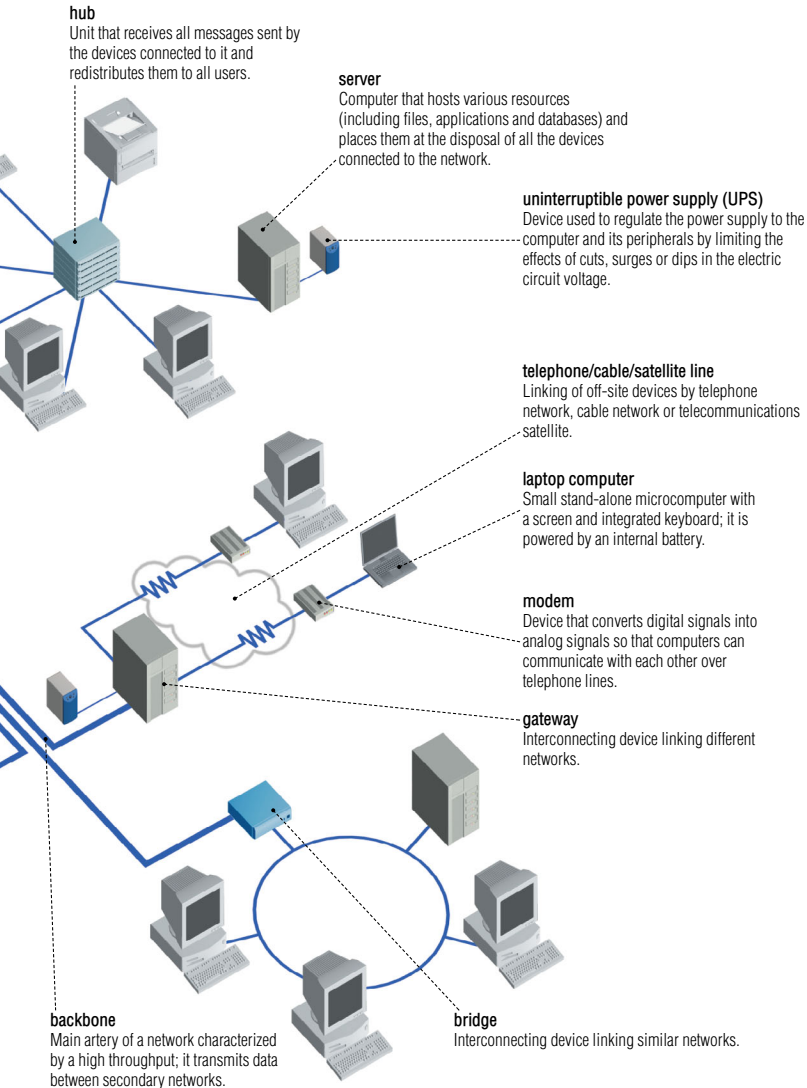
# computer network

All the computers and peripherals connected to one another, facilitating sharing of data and resources.

## wide area network

Private or public network spanning a large area (a region or country); it usually brings together several local area networks.





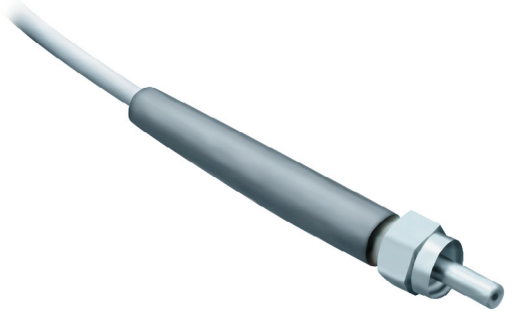


**cables**

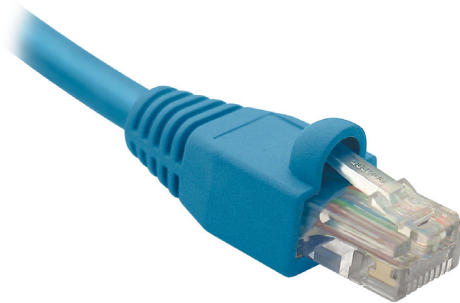
Protective sheaths covering one or several usually insulated wires; they transmit data between network components.

**coaxial cable**

Cable that holds two insulated concentric conductors; it transmits signals in the form of electric pulses without loss of quality.

**fiber optic cable**

Cable that holds thin glass filaments or optical fibers that transmit signals in the form of light pulses at high speed.

**twisted-pair cable**

Cable that contains one or several pairs of twin wires twisted around one another; it transmits signals in the form of electric pulses.

Global network consisting of thousands of public and private networks of varying sizes; it is linked by a set of standard communications protocols.

**uniform resource locator (URL)**

All the data allowing access to a resource hosted by an Internet server (e.g., a Web page).

**communication protocol**

Part of the URL address specifying the language used to exchange data. The HTTP protocol, which allows the transfer of Web pages, is the best known.

**domain name**

Part of the URL address specifically designating the host. It must be registered with a domain name registrar.

**file format**

Group of letters specifying the way in which file data is encoded. For example, Web documents are generally written in HTML format.

**http://www.un.org/aboutun/index.html**

double virgule

top-level domain

Part of the domain name that designates the country of origin or the category of organization (including government agency, commercial business and educational institution).

file

Part of the URL address specifying the name of the unit of data (file) corresponding to the chosen resource.

server

Part of the URL address identifying the type of server. The best known is the Web server (www), which, as its name implies, hosts Web sites.

second-level domain

Part of the domain name that designates the server name.

directory

Part of the URL address showing where the resource is located on the server.

**uniform resource locator (URL)**

All the data allowing access to a resource hosted by an Internet server (e.g., a Web page).

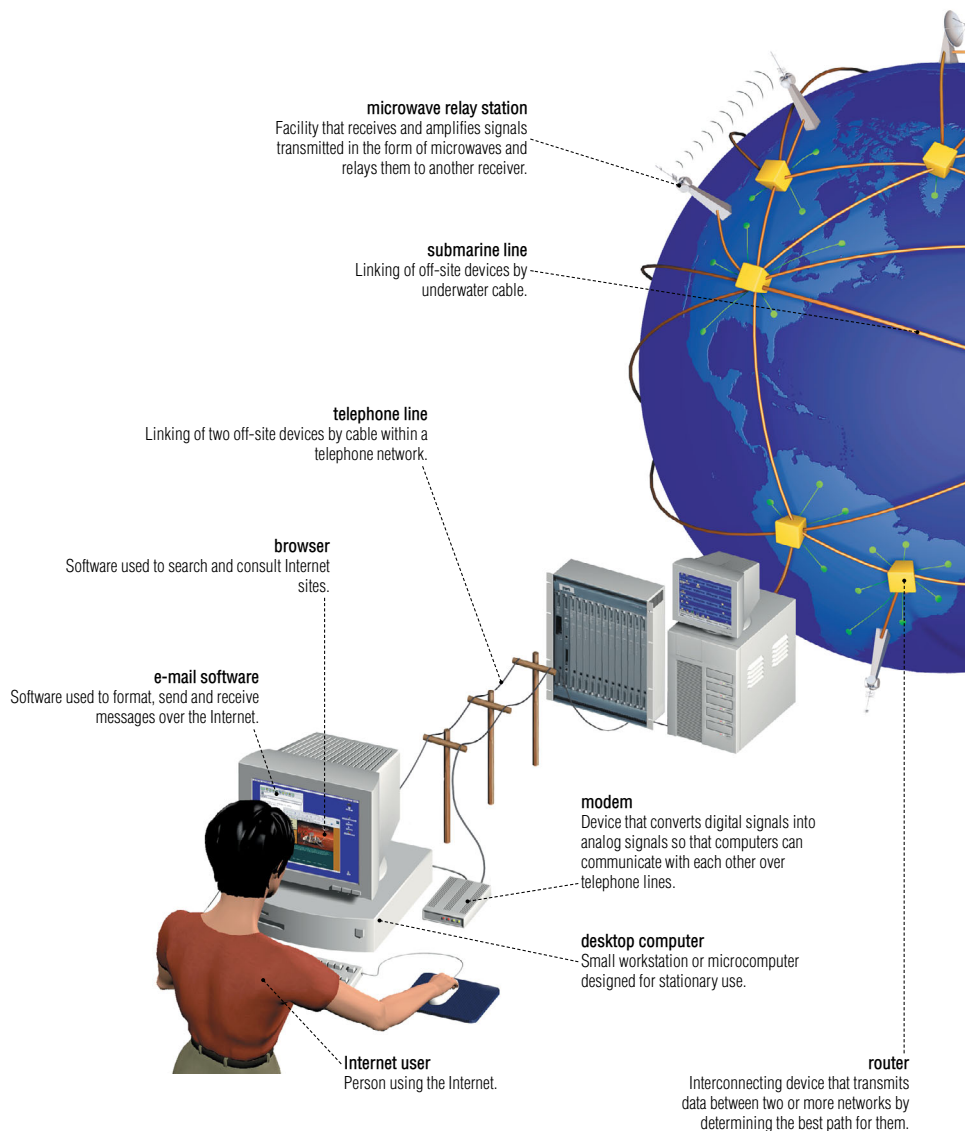
**browser**

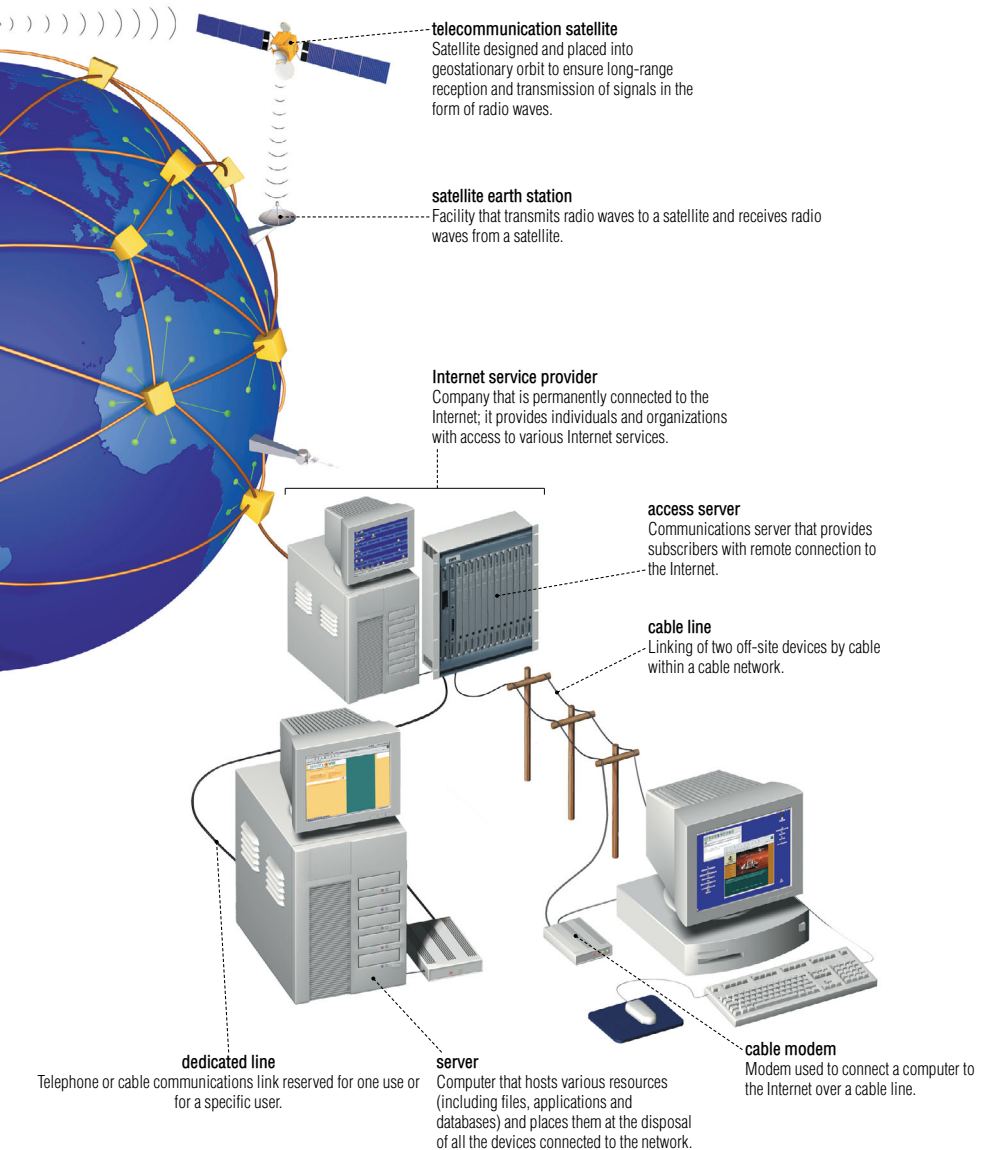
Software used to search and consult Internet sites.

**hyperlinks**

Elements of a Web page (words, images or icons) that, when activated, allow direct access to another linked page.







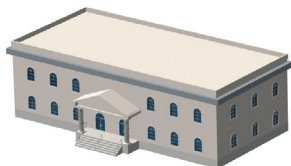
## Internet uses

A number of user types use Internet tools and resources to communicate, find information and entertainment, make purchases and manage funds.



### government organization

The Internet has made it easy for government departments and agencies to communicate with other organizations and with the citizens they serve.



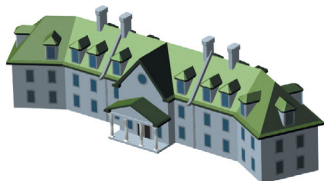
### cultural organization

The Internet allows the public to learn about programs offered by cultural organizations in a city or region.



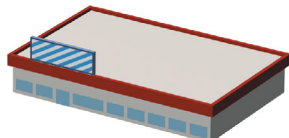
### home user

Anyone can access the Internet from home through an Internet service provider (ISP).



### educational institution

The Internet provides teachers, researchers and students with countless opportunities to research and exchange information.



### commercial concern

A company that specializes in product marketing can use the Internet to contact suppliers and customers.



### enterprise

The Internet facilitates exchanges between employees within the same company and between the company and its customers and suppliers.



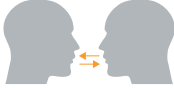
### industry

The Internet allows a manufacturer to communicate with its suppliers, customers and regulatory bodies.



### health organization

The Internet fosters exchanges between researchers, health professionals and patients.

**chat room**

Activity allowing two or more Internet users to converse in writing in real time.

**e-commerce**

Sale or promotion of products and services over the Internet.

**podcasting**

Service for automatic downloading of audio or video documents for transfer to a digital portable audio player to be listened to later.

**e-mail**

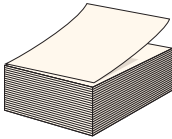
Service by which messages are exchanged between users of a computer network.

**information spreading**

Transmission of information about an organization, an event, a product or a topic, usually by creating or updating a Web site.

**newsgroup**

Service enabling a group of people to discuss ideas, opinions, or various subjects live or on a time-delay basis.

**database**

Group of data related to the same topic that is arranged in order and available for direct consultation by several users.

**blog**

Web site in the form of a personal journal, in which an Internet user shares his or her opinions or impressions in notes or short articles.

**search**

Locating information on a given topic in the hope of finding something useful; it is usually done with the help of a search engine.

**online game**

Video game accessible over the Internet; users can play solo or with multiple players at a distance.

**videophony**

Transmission of voices and images through a computerized network.

**telephony**

Transmission of voices through a computerized network.

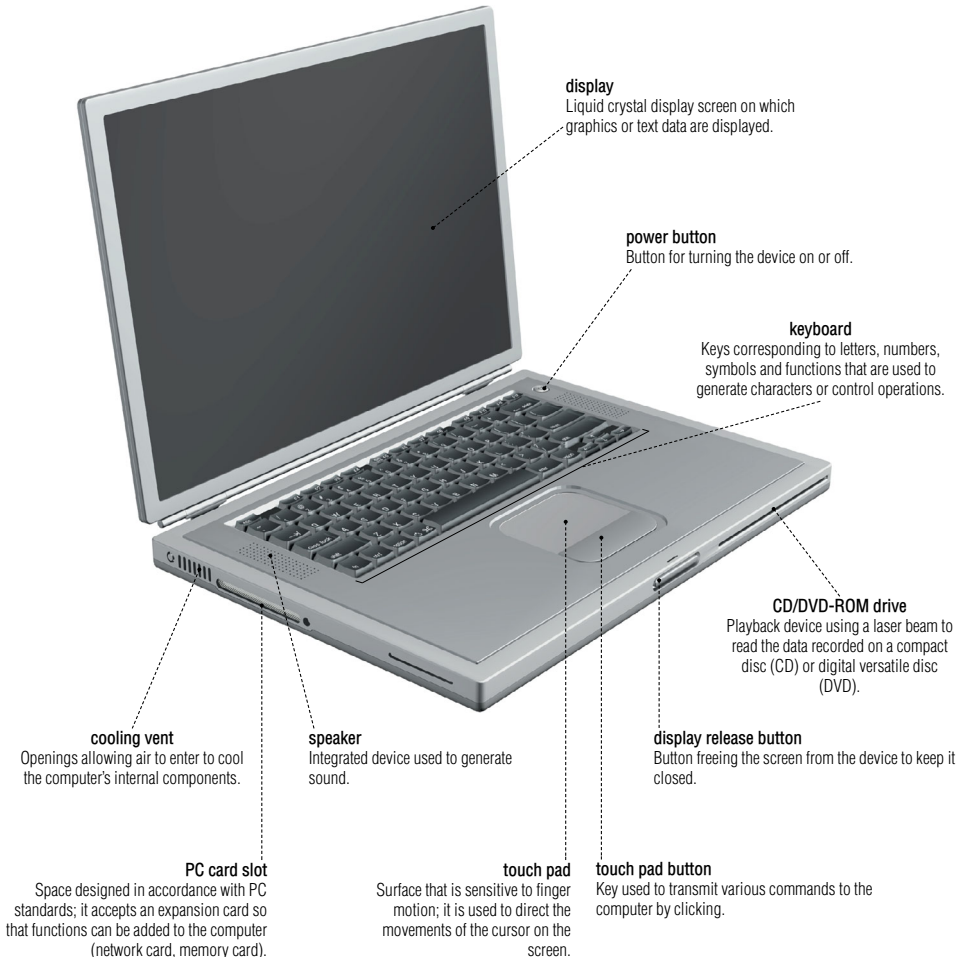
**business transactions**

Operations involving financing and funds management (e.g., arranging a loan or transferring funds) over the Internet.

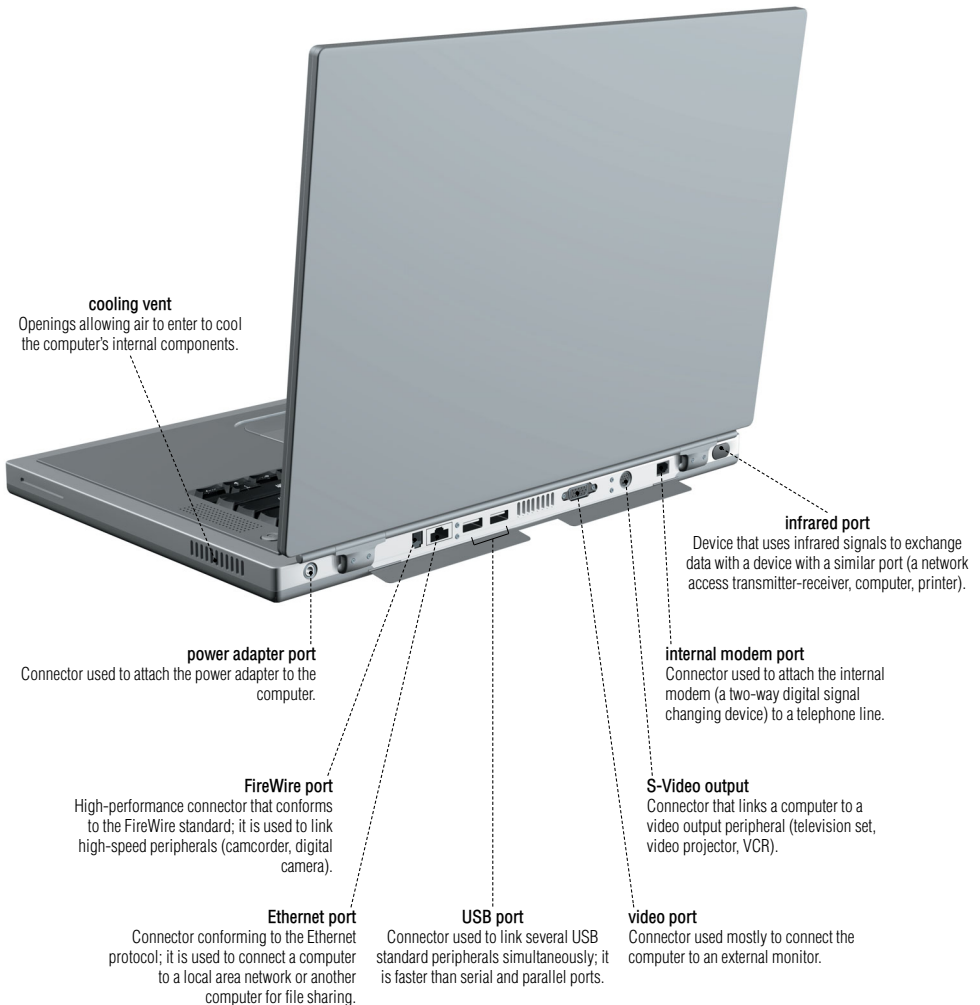
# laptop computer

Small stand-alone microcomputer with a screen and integrated keyboard; it is powered by an internal battery.

## laptop computer: front view



laptop computer: rear view

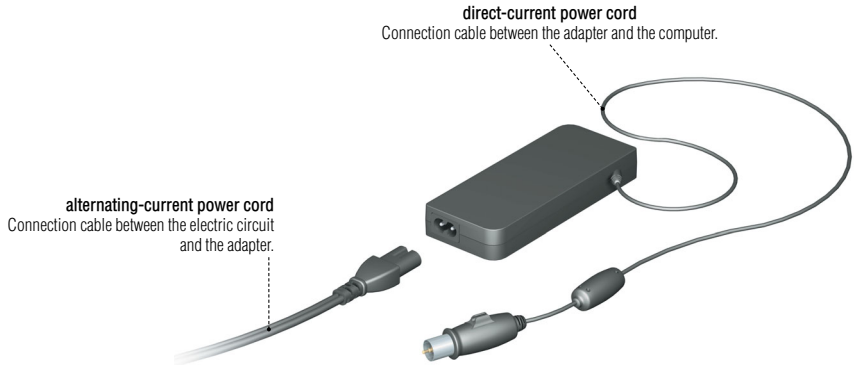




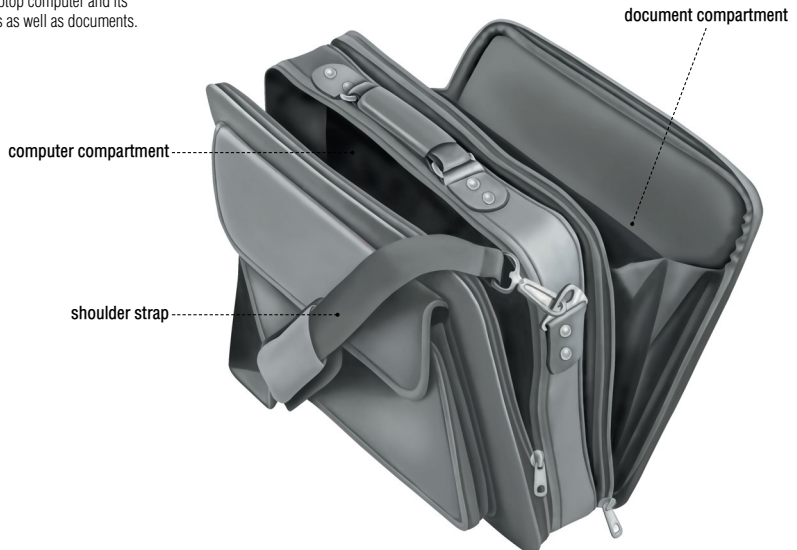
## laptop computer

**power adapter**

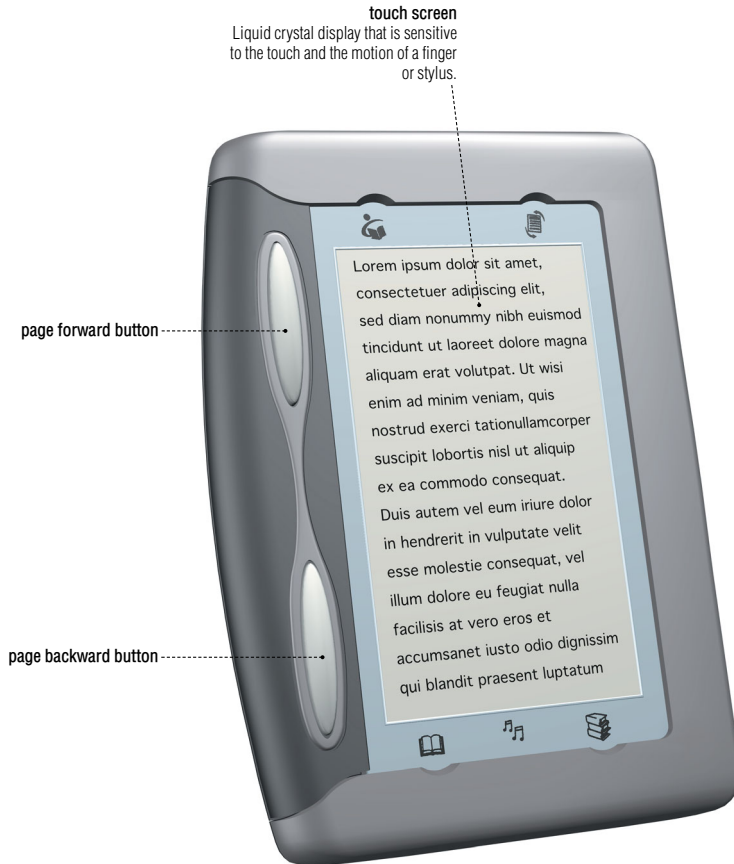
Device that converts the power system's alternating current (AC) to direct current (DC) to supply power to the computer or to recharge the battery.

**laptop computer briefcase**

Small briefcase with compartments; it carries a laptop computer and its accessories as well as documents.



Small portable computer in the shape of a book; it is used to download, store and read electronic books.



## handheld computer

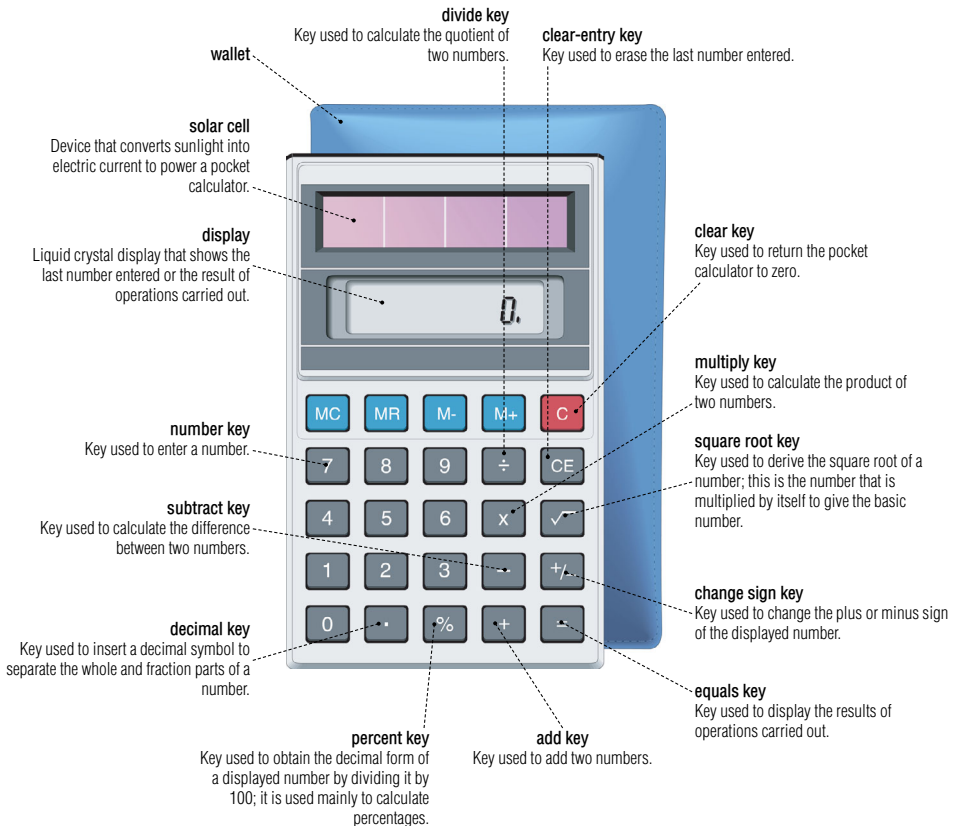
Small portable computer with a miniature operating system; it is used mostly for personal management tasks (agenda, address book).



## Equipment, instruments and accessories needed to carry out office tasks.

**pocket calculator**

Small self-powered electronic instrument used to automatically make numerical calculations.



**scientific calculator**

Calculator designed to execute mathematical operations specific to science and technology.

**access to the second level of operations**

Key used to select a second function controlled by a key.

**result line**

Part of the screen that shows the solution to the problem.

**entries line**

Part of the screen that shows the problem to be solved.

**cursor movement keys**

Keys used to move the cursor around the screen.

**basic operations**

Basic calculations include adding, subtracting, multiplying and dividing.

**specific operations**

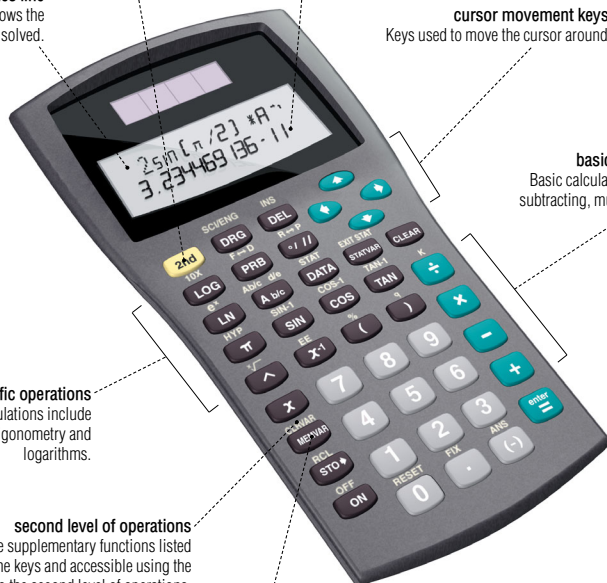
Specialized calculations include square root, trigonometry and logarithms.

**second level of operations**

All the supplementary functions listed above the keys and accessible using the access to the second level of operations.

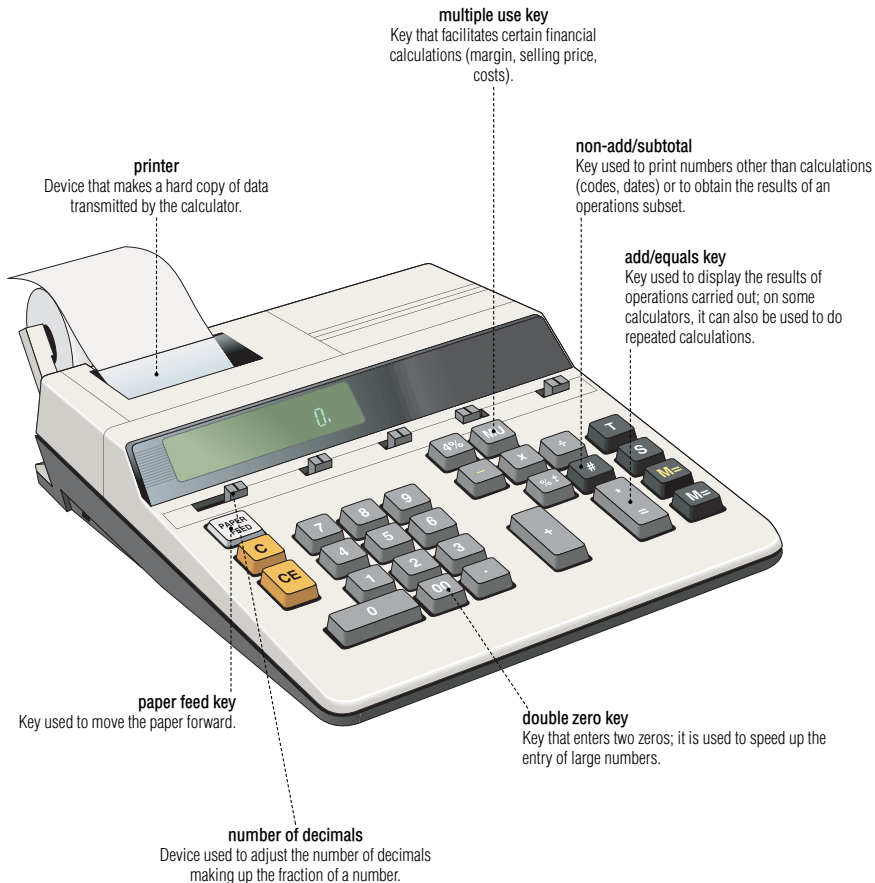
**first level of operations**

All the operations directly controlled by the scientific calculator keys.



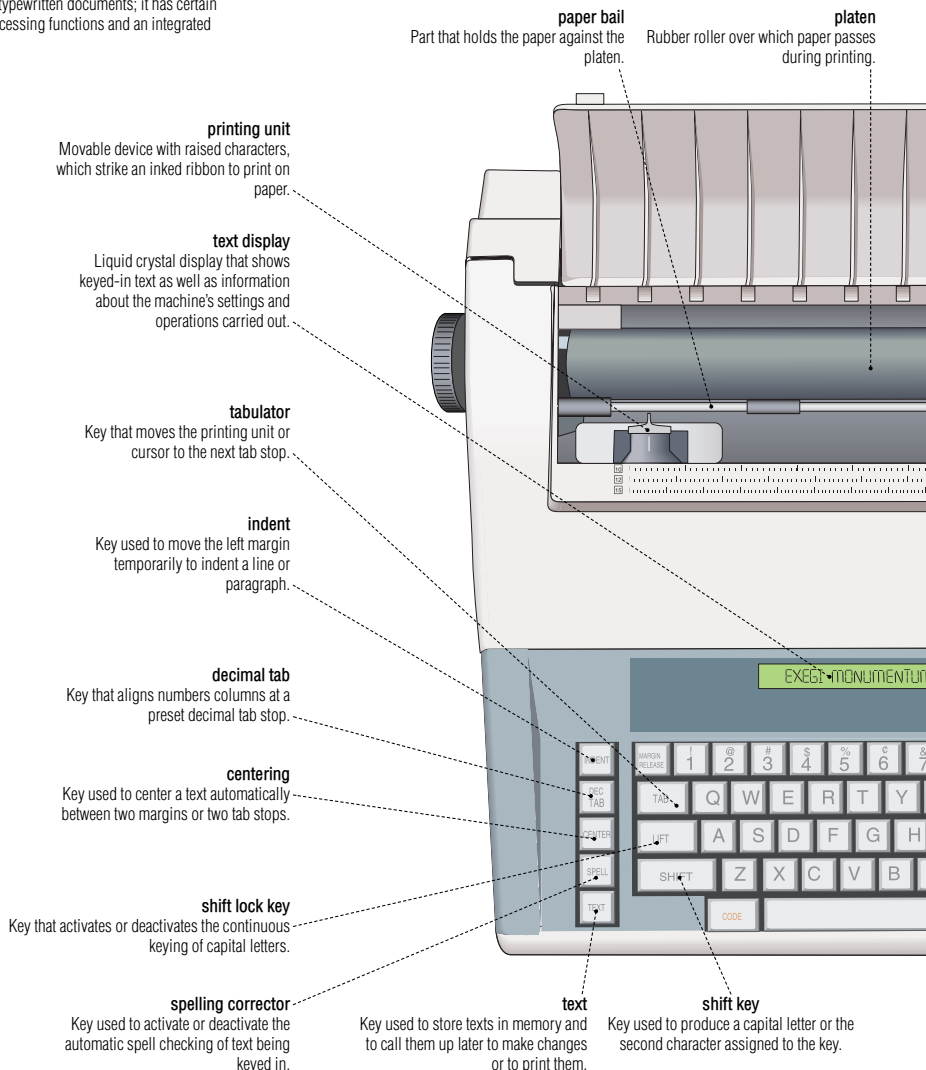
**printing calculator**

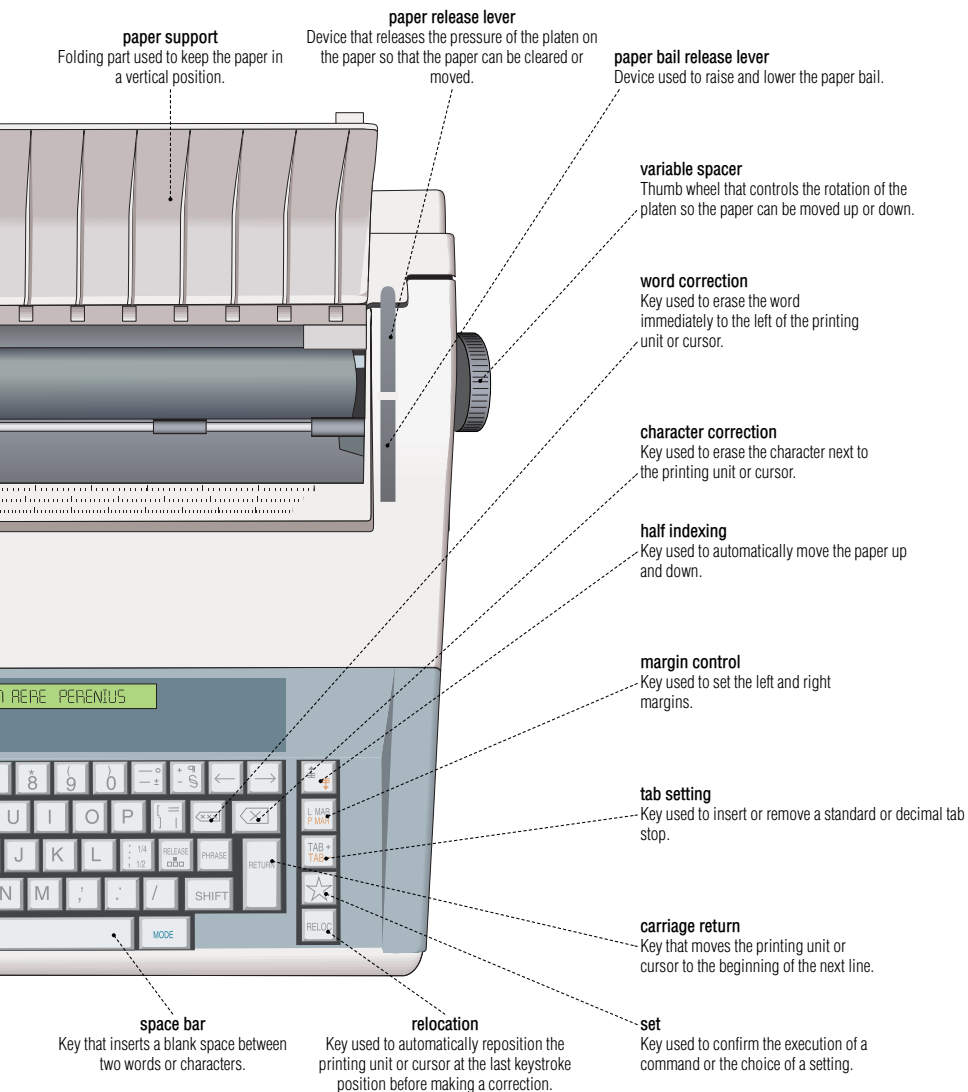
Office calculator with an integrated printer; it is used mainly in business and administration.



**electronic typewriter**

Equipment with a keyboard that is used to produce typewritten documents; it has certain word processing functions and an integrated memory.







## for time management

**organizer**

Small pocket computer that stores in memory and manages a variety of information such as addresses, telephone numbers and appointments.



**time clock**

Device used to print the arrival and departure times of employees on time cards.

**display**

Liquid crystal display showing a variety of information (including date, hour and settings).

**time card**

Card on which an employee's arrival and departure times are listed so that worked time can be precisely calculated.

**self-stick note**

Small piece of paper with a sticky strip on the back for temporary attachment to a surface.





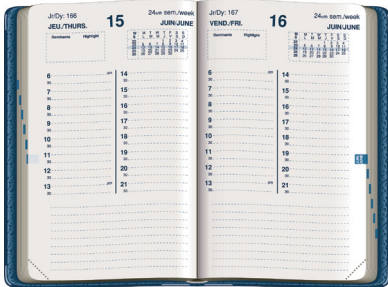
### tear-off calendar

Pad of tear-off sheets printed with the day and date; it is used to jot down appointments and things to do.



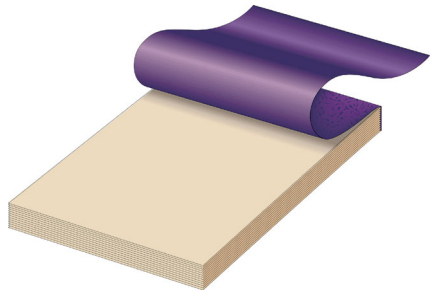
### calendar pad

Sheets of paper printed with the day and date and on a ring base; it is used to jot down appointments and things to do.



### appointment book

Notebook that is printed with the day and date; it is used to jot down appointments and things to do.



### memo pad

Set of tear-off sheets of paper used mainly for taking notes.

**postage meter**

Machine used to print a postage meter stamp on an envelope or label in lieu of using a postage stamp.

**postmarking module**

Unit housing the machine's control buttons; it is used to set the prepaid postage meter with the correct amount of postage.

**feed deck**

Device on which envelopes are placed to be stamped with a postage meter.



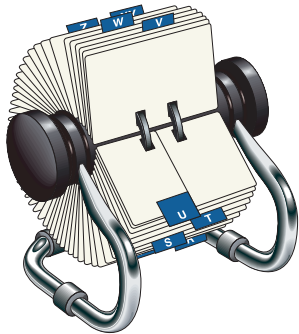
base

**letter opener**

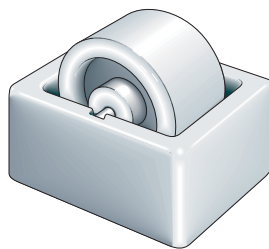
Small knife used to open envelopes and cut sheets of paper.

**finger tip**

Rubber sheath to cover the finger; it is used mainly to turn pages more easily or to sort papers or banknotes more quickly.

**rotary file**

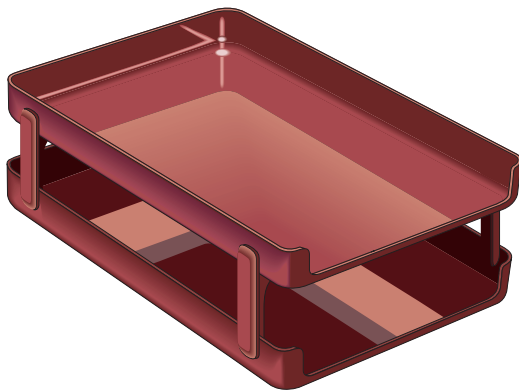
Device with a set of files that rotate on a spindle for easy consultation.

**moistener**

Device used to moisten postage stamps and labels.

**letter scale**

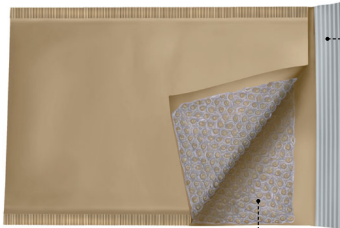
Scale used to weigh a letter or parcel.

**desk tray**

Container that usually has several compartments; it is used to handle incoming and outgoing mail.

**padded envelope**

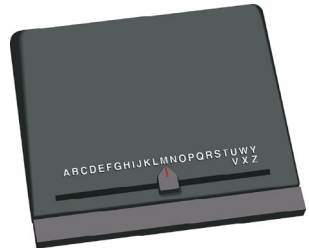
Envelope that is lined with bubble wrap to protect the contents from humidity and impact damage.

**self-sealing flap**

Flap coated with an adhesive substance; it seals an envelope on contact.

**air bubbles**

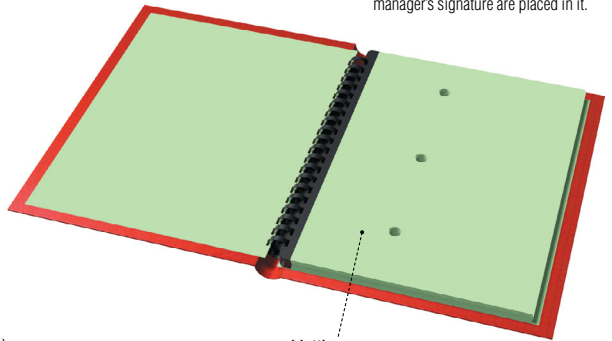
Small air pockets that form a protective cushion around the contents of an envelope.

**telephone index**

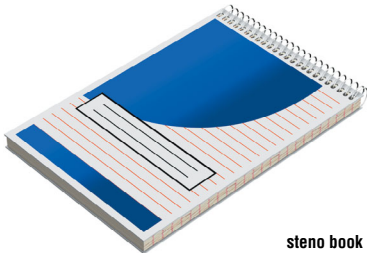
Book in which frequently used names, addresses and telephone numbers are written and stored in alphabetical order.

**signature book**

Register made up of sheets of blotting paper; documents that require a manager's signature are placed in it.

**blotting paper**

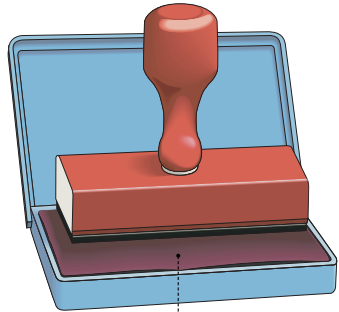
Liquid-absorbing paper used here to remove excess ink from newly signed documents.

**steno book**

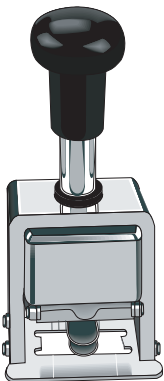
Spiral-bound sheets of lined paper; these books were originally used by stenographers to take dictation.

**stamp rack**

Rack used to hold such items as rubber stamps for dating and numbering.

**stamp pad**

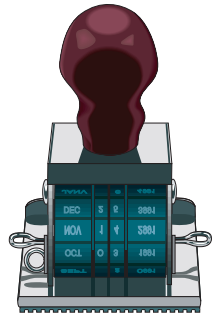
Ink-saturated pad on which a rubber stamp is moistened prior to stamping.

**numbering machine**

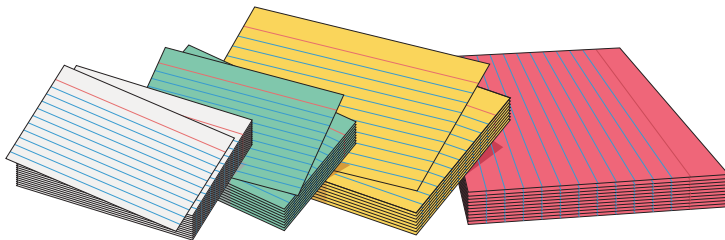
Device consisting of movable strips embossed with a series of digits; it is used to print numbers.

**rubber stamp**

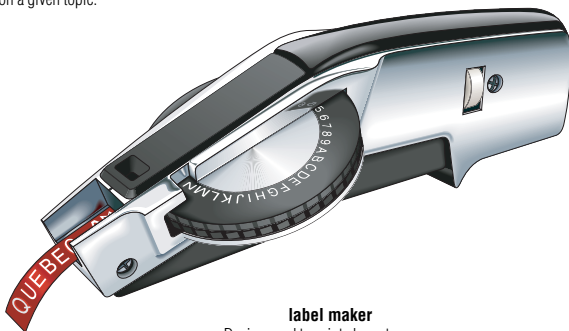
Device consisting of an embossed rubber strip that is inked to print a stamp on an object or document.

**dater**

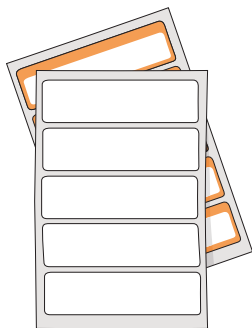
Device consisting of movable strips embossed with a series of digits and letters; it is used to print the date.

**index cards**

Heavyweight sheets of paper of varying sizes that are used to record information on a given topic.

**label maker**

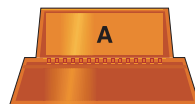
Device used to print characters on a self-adhesive strip.

**self-adhesive labels**

Small pieces of paper used to identify objects; they are coated on one side with an adhesive that sticks without wetting.

**tab**

Piece of metal or plastic that is attached to a file guide, folder or file so they can be quickly retrieved.

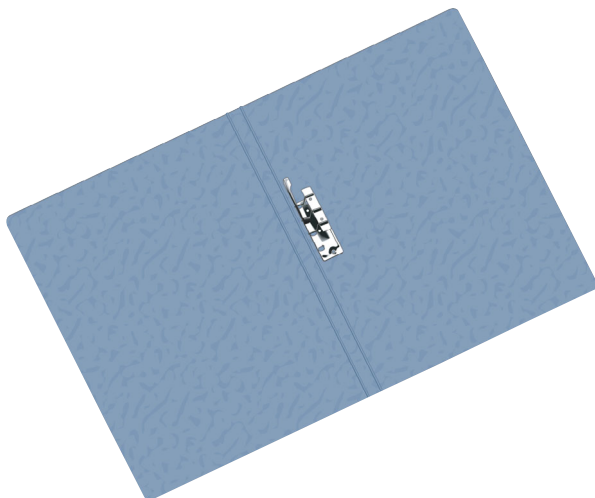
**window tab**

Tab with an opening to hold an identification label.



**dividers**

Heavyweight sheets of paper with side tabs; they are used to separate groups of pages inside a binder.

**clamp binder**

Binder fitted with a spring clip; it is used to hold and file sheets of paper.

**spring binder**

Binder in which sheets of paper are held in place by the pressure of springs.

**fastener binder**

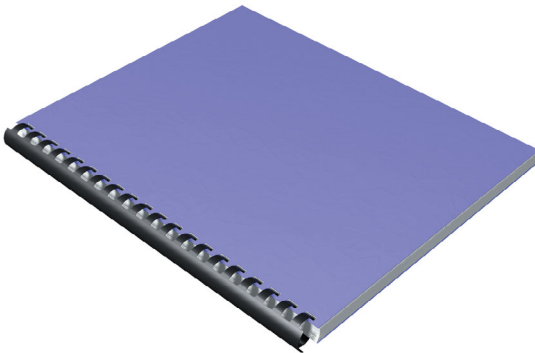
Binder with a flexible rod fitted with two sliding rings; it is used to hold and file punched sheets of paper.

**ring binder**

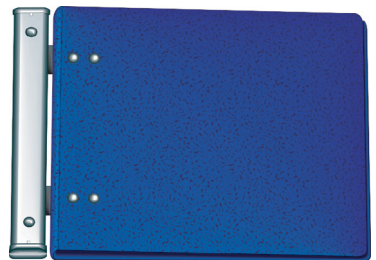
Hardcover binder fitted with rings; it is used to hold and file punched sheets of paper.

**spiral binder**

Notebook made up of a set of punched sheets of paper bound together with a spiral wire of metal or plastic.

**comb binding**

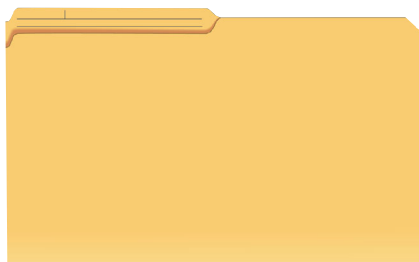
Notebook made up of a set of punched sheets of paper that are bound together with a toothed plastic strip.

**post binder**

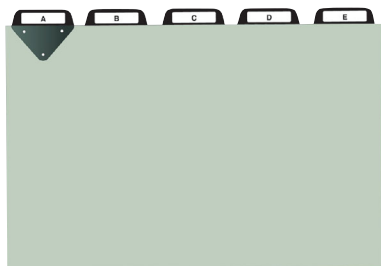
Binder with two rods that fit into a hinge; it is used to hold and file punched sheets of paper.

**document folder**

Folder with pockets used to hold information documents; they are often handed out to meeting participants or journalists.

**folder**

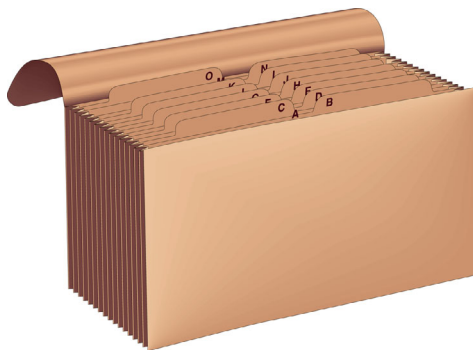
Rigid cardboard that is folded in half; documents on the same topic are placed in it.

**file guides**

Heavyweight sheets of paper with a tab at the top; they are used to separate groups of documents or folders in a filing cabinet drawer.

**hanging file**

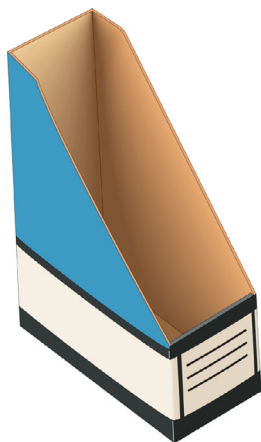
Folder fitted with metal hangers that is hung in a filing cabinet drawer.

**expanding file**

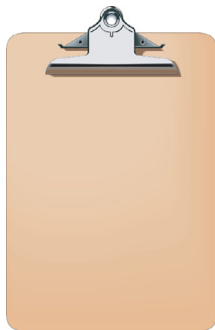
Usually expandable file with compartments; it is used to store documents by subject.

**paper punch**

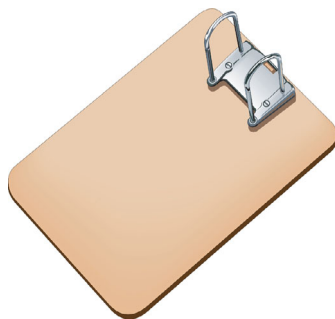
Device used to punch holes in sheets of paper.

**filing box**

Small open cardboard box that is mainly used to hold magazines, catalogs and brochures.

**clipboard**

Rigid board fitted with a spring clip under which sheets of paper are placed mainly to take notes.

**archboard**

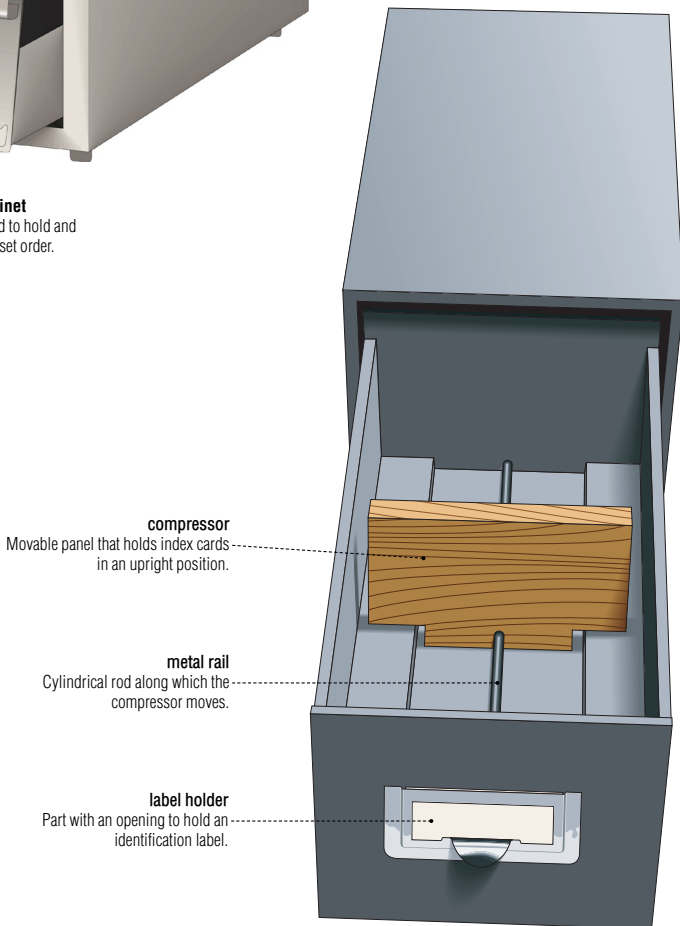
Rigid board fitted with two arched metal clips on which punched sheets are placed.

**index card cabinet**

Small file drawer designed to hold and store index cards in a set order.

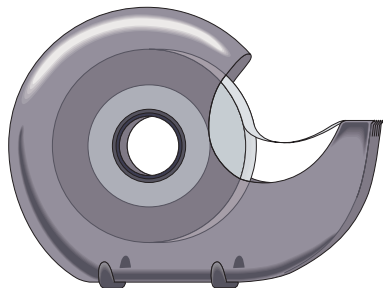
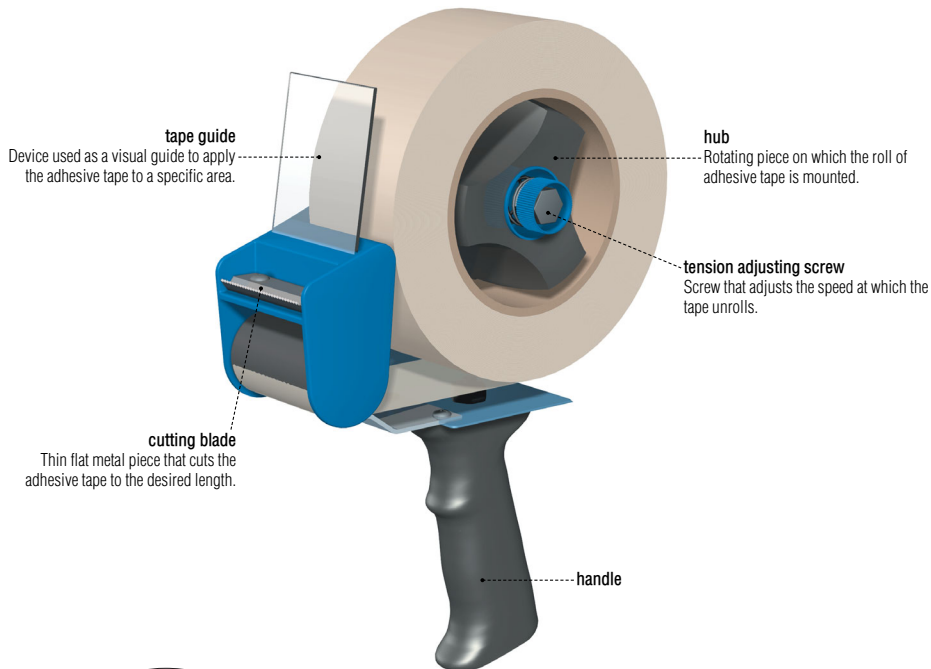
**index card drawer**

Small built-in drawer designed for storage and filing of index cards.



**box sealing tape dispenser**

Device that is used to unroll, apply and cut a roll of adhesive tape using one hand.

**tape dispenser**

Holder that eases the unrolling and cutting of a roll of adhesive tape.

**eraser holder**

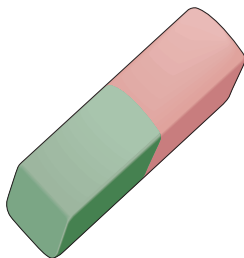
Tube containing an eraser that is advanced by using a pushbutton.

**clip**

Device with two articulated arms that are pressed together to hold such items as sheets of paper and index cards.

**stick holder**

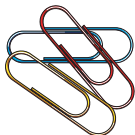
Pencil with an eraser at one end.

**eraser**

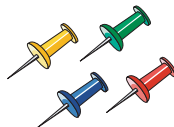
Small block of rubber used to erase pencil marks and some types of ink.

**account book**

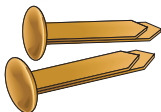
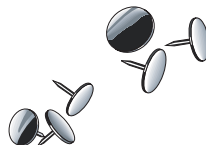
Book with columns in which the financial data of an organization (such as sales, purchases, receipts and expenditures) are recorded.

**paper clips**

Small clips made from a piece of bent metal wire; they are used to hold a few sheets of paper or index cards.

**thumb tacks**

Small tacks with short pointy ends; they are easily pushed in with the finger and are used to attach sheets of paper, cardboard or posters to a surface.

**paper fasteners**

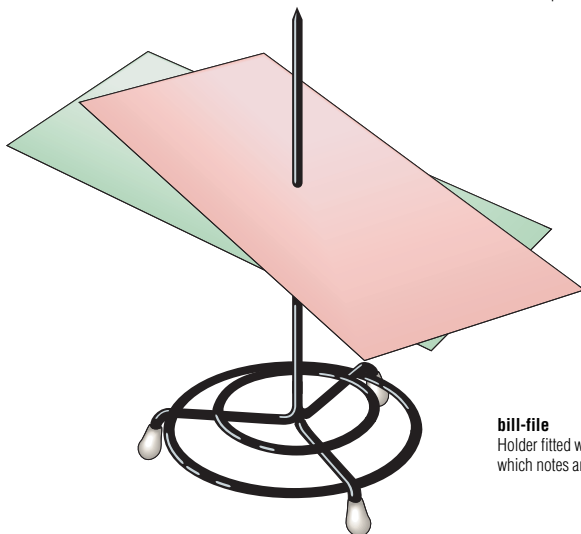
Small clips made of two bars, which spread open to hold sheets of paper or cardboard.

**paper clip holder**

Small box containing paper clips, which are released one by one through a magnetic opening.

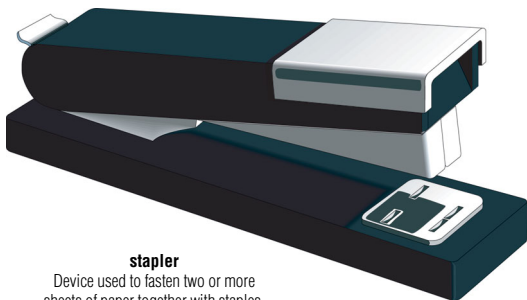
**magnet**

Material that produces a magnetic field; it attracts paper clips to the top and holds them in place around the opening.

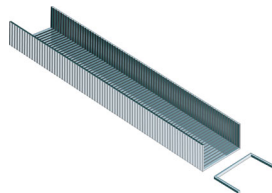
**bill-file**

Holder fitted with a pointy rod on which notes and bills are stacked.

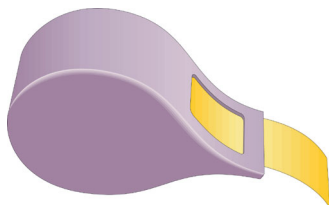


**stapler**

Device used to fasten two or more sheets of paper together with staples.

**staples**

Pieces of metal wire for loading in a stapler; they are used to fasten sheets of paper together.

**correction paper**

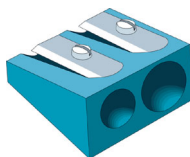
Adhesive tape that covers up printed or written characters so that corrections can be made.

**staple remover**

Device used to remove staples from sheets of paper.

**correction fluid**

Liquid that covers up printed or written characters so that corrections can be made.

**pencil sharpener**

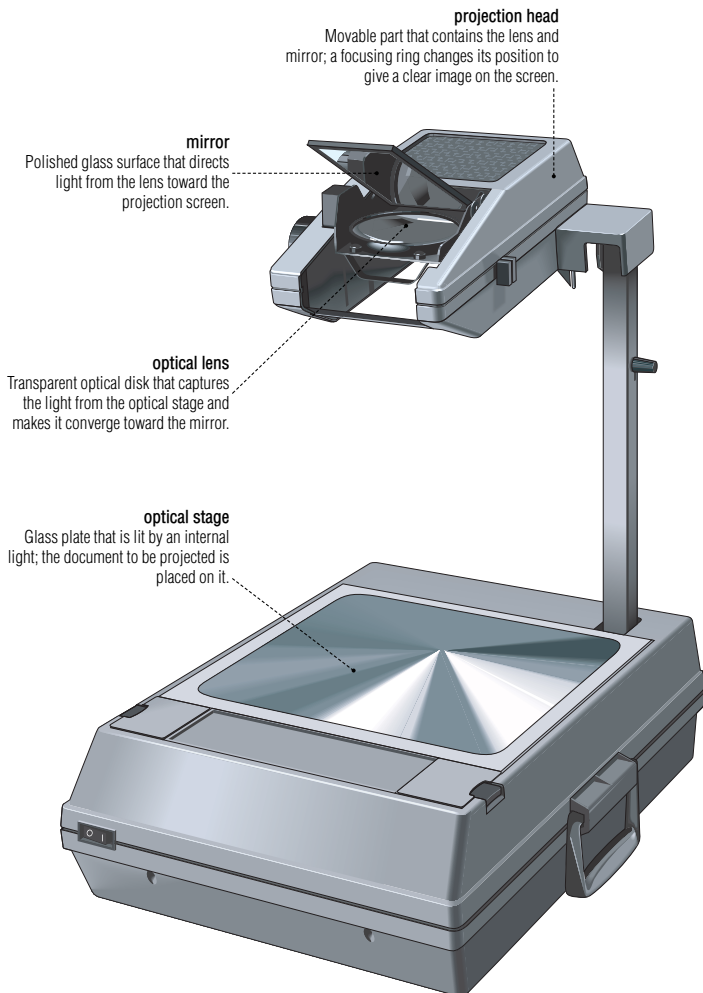
Portable device used to sharpen pencils by rotating them in a cone-shaped chamber fitted with a blade.

**pencil sharpener**

Office device with a rotating blade that is controlled by a crank; it is used to sharpen pencils.

**overhead projector**

Device that projects the enlarged image of a document printed on a transparency on a screen located behind the user.



## stationery

**bulletin board**

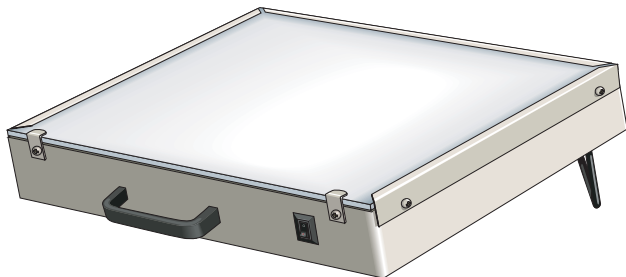
Panel that hangs on a wall; messages, notices, notes and other written communications are pinned on it.



posting surface

**lightbox**

Screen that is illuminated from behind and used to examine items such as negatives, slides, transparencies and drawings.



**loose-leaf paper**

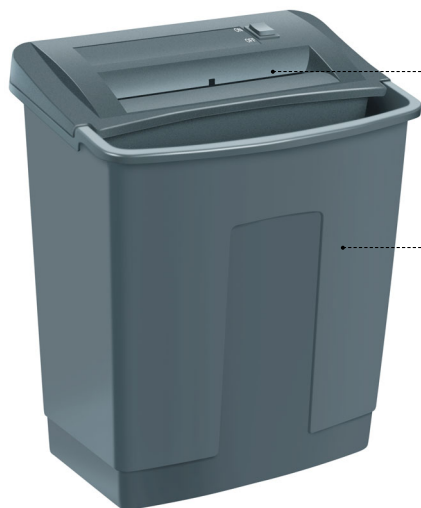
Lined sheets of paper with holes for placing in a binder.

**waste basket**

Basket in which unneeded documents are discarded.

**paper shredder**

Device that reduces paper documents to illegible fragments.

**cutting head**

Unit with an opening where paper enters; it is fitted with a cutting device to destroy documents.

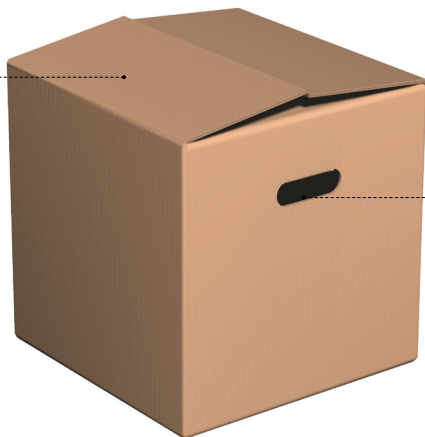
**waste basket**

Basket that collects shredded documents.

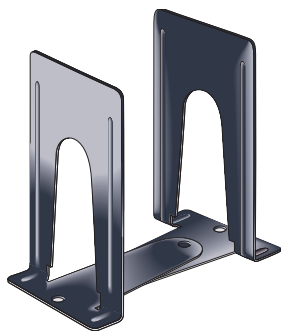
**slotted box**

Box with flaps that is formed from a single piece of sturdy cardboard; it is used to collect various items for storage or shipping.

**flap**  
Articulated piece that folds over the opening of the box to close it.



**hand hole**

**book ends**

Items designed to hold binders or books tightly against one other.

**digital voice recorder**

Portable device used to record voice messages in digital form.

1.5 spacing 24

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